

INTERDEPARTMENTAL COMMITTEE ON
SOCIAL AND ECONOMIC RESEARCH

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LABOUR STATISTICS

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INTERDEPARTMENTAL COMMITTEE ON
SOCIAL AND ECONOMIC RESEARCH

Members

Sir George North, C.B., M.C., LL.D., *Chairman*.
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London School of Economics and Political Science.
D. N. Chester, C.B.E., M.A., Warden of Nuffield College, Oxford.
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Government.
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D. S. S. Hutton, Ministry of Education.
J. H. Kirk, C.B.E., Ministry of Agriculture, Fisheries and Food.
Miss G. M. Jones, Ministry of Pensions and National Insurance.
J. L. Nicholson, Central Statistical Office.
D. Pointon, Ministry of Labour and National Service.
E. H. Rutland, M.A., Ph.D., Ministry of Housing and Local
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Professor T. S. Simey, M.A., Charles Booth Professor of Social
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J. Stafford, C.B., Director of Statistics, Board of Trade.
L. G. K. Starke, C.B.E., B.A., Government Actuary's Department.
Professor J. R. N. Stone, C.B.E., M.A., Cambridge University.
Secretary: L. M. Feery, General Register Office.

Terms of Reference

To survey and advise upon research work in Government Departments, and in particular (*a*) to bring to the notice of Departments the potential value for research purposes of the material which they collect and to suggest new methods and areas of collection; (*b*) to advise on how there could be made available to research workers information gathered for their own purposes by the Departments which has potential value as material for research.



The main task of the standing Interdepartmental Committee on Social and Economic Research, which has academic as well as Departmental members, is to consider the extent to which material collected by Government Departments is of potential value to research in the social sciences, to suggest new methods and areas of collection, and to advise how the information gathered can be made available to research workers.

We chose the Ministry of Labour and National Service as the first major Department for survey because its work is of both social and economic interest and because it has a long tradition of co-operation with research workers. This descriptive booklet, first issued in 1948 and revised in 1950, is one of the products of our work. Its publication was an experiment which was made at the suggestion of our academic members. It has fully justified itself in the result, as evidenced by the sale of several thousand copies and in other ways.

The need to reprint the booklet has provided an opportunity to have it re-written on a wider basis, so that this new edition takes account of the development of labour statistics back to the end of the nineteenth century as well as bringing it up to date. In order to enable research workers to trace earlier sources of information more readily, appropriate references have been given to the bound volumes of Parliamentary reports and papers.

The Committee is again indebted to the Ministry of Labour and National Service whose officers did most of the work of preparing this new edition.

GEORGE NORTH
Chairman of the Committee

Somerset House,
May, 1958.

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BIBLIOGRAPHICAL NOTES

PARLIAMENTARY PAPERS

References to the bound volumes of parliamentary reports and papers are given in the same order as in the official indexes (year of session, Command or sessional paper number, volume and page) e.g.:

Report of Inter-departmental Committee on the Rehabilitation and Resettlement of Disabled Persons; 1942-43 Cmd. 6415, vi, 67.

Report on Wholesale and Retail Prices in the United Kingdom in 1902, with comparative statistical tables for a series of years; 1903 (321) lxviii, 1.

Except for those given in Appendix I, serial references to parliamentary publications are given in the bibliography at the end of the appropriate chapter.

OFFICIAL NON-PARLIAMENTARY PAPERS

Non-parliamentary reports and papers published by Her Majesty's Stationery Office are identified by the date of publication in parenthesis, e.g., *Substitution of Women in Non-Munitions Factories during the War* (1919).

ABBREVIATIONS

The following abbreviated titles have been used throughout:

Gazette means the *Ministry of Labour Gazette* (formerly *Labour Gazette*).

Annual Report denotes the *Annual Report of the Ministry of Labour and National Service*.

First Abstract, Second Abstract, etc. refers to the numbered issues of the *Abstract of Labour Statistics of the United Kingdom*.

Introduction

The *Guide* deals with all statistics past and present compiled by the Ministry of Labour and National Service and by other Departments concerned with labour statistics before the Ministry of Labour was created in 1917. A specific subject or group of subjects is covered in each of nine chapters which, where practicable, are divided into two parts, one dealing with historical statistics and the other with current series. Each chapter contains particulars of published sources of statistical information and, where appropriate, of unpublished material that is available for reference. For the benefit of students and research workers there is a subject index to sources of current statistics published by the Ministry of Labour and National Service.

Statistics relating to the past are generally to be found in the *Ministry of Labour Gazette*, first published in May 1893 as the *Labour Gazette*, and in the *Abstracts of Labour Statistics of the United Kingdom* from 1894. The *Abstracts* were published annually at first, but at longer intervals later. Special attention is drawn to the *Eighteenth Abstract*, published in 1926 following a gap of eleven years, which brought together a useful selection of labour statistics for the period 1910-25. The latest to be issued was the *Twenty-Second Abstract (1922-1936)* published in July, 1937.

Statistics currently collected by the Ministry of Labour and National Service are published regularly in the *Ministry of Labour Gazette* and certain tables are given in the annual reports of the Ministry and of the Chief Inspector of Factories. Some of the statistical information collected by the Ministry is reproduced in the *Monthly Digest of Statistics*, in the *Annual Abstract of Statistics* and in *Economic Trends*, all prepared by the Central Statistical Office.

Information about employment, unemployment, wages, etc. is also issued from time to time in official publications not prepared by the Ministry of Labour; a list of the principal publications of this kind is given in Appendix II. Reference is made in Appendix III to the main statistical publications of the International Labour Office. Appendix IV is a list, arranged by region and county, of Employment Exchanges and Branch Employment Offices of the Ministry of Labour and National Service. Two forms used by the Ministry, one for obtaining information about employment (L.2) and the other relating to earnings and working hours of wage-earners (W.E.38), are reproduced in Appendix V.

There is an Alphabetical Index at the end.

1. Statistics of Employment

HISTORICAL STATISTICS

By historical statistics is meant, in this context, statistics of employment compiled before 1948 (when the change-over to the present series took place) by the Ministry of Labour and National Service and by the Labour Department of the Board of Trade which preceded the Ministry.

The Labour Department, established in 1893, was made responsible for giving effect to a resolution passed in 1886 by the House of Commons that 'in the opinion of this House, immediate steps should be taken to ensure in this Country the full and accurate collection and publication of Labour Statistics'. In all the main industrial areas the Department appointed correspondents, paid by fee, to report monthly on the state of employment. It also obtained reports and statistics from a number of trade unions and employers' organisations. In addition, monthly statistical returns were obtained from employers in certain industries. The coal mining, pig iron and tinplate industries were the first to be covered by means of returns from employers, but the arrangement was extended later to cover a considerable number of others, including the boot and shoe, paper and printing, pottery, brick and glass industries as well as most of those dealing with textiles and clothing. Employers in most of these industries continued to co-operate on a voluntary basis with the Labour Department (and later with the Ministry of Labour) up to the outbreak of the second world war in 1939.

The Labour Department also brought together such statistics of employment as were available from other sources: statistics of employment in the coal mining industry were obtained from the annual report on mines and quarries issued by the Home Office, figures for the trades covered by the Factory and Workshop Acts were taken from the *Annual Report of the Chief Inspector of Factories and Workshops*, and occupational analyses of railway employees were obtained from the returns of railway accidents and casualties issued by the Board of Trade.

The Resolution of 1886 required not only the collection but also the publication of labour statistics. The Labour Department carried out this duty by publishing a monthly journal *The Labour Gazette* from 1893 and a series of *Abstracts of Labour Statistics* commencing in 1894. In earlier years the reports from local correspondents on the state of employment in the important industries of each area were published individually with their names in the monthly issues of the *Gazette*. This practice was discontinued in 1903 when these personal reports were pooled with information obtained from other sources (employers' returns, trade union reports, etc.) to provide material for a series of articles on the state of employment in various industries. This method continued up to 1939 when the *Gazette* contained articles on the state of employment in the following industries: coal mining, iron mining, shale mining, pig iron, iron and steel manufacture, tinplate and steel sheet, engineering, shipbuilding and ship repairing, cotton, wool, boot and shoe, brick, building, pottery, paper manufacture, printing and book-binding, dock and riverside labour and sea transport.

During the 1914-18 war the arrangement for obtaining employment returns from employers was considerably extended in order to provide detailed up-to-date information about changes in the volume and distribution of manpower. Reports based on these returns were printed (though not published) from time to time. Some of the reports are available for reference in the Central Library of the Ministry of Labour and National Service. An unpublished *History of the Ministry of Munitions* is also available in the Library.

In 1912 a new source of information about employment came into existence with the introduction of the first compulsory scheme of insurance against unemployment under Part II of the National Insurance Act, 1911. This scheme covered a limited number of industries, namely building, construction of works, shipbuilding, mechanical engineering, ironfounding, construction of vehicles, and sawmilling carried on in connection with any other insured trade. Contributions under the scheme were paid by affixing stamps, obtainable at Post Offices, to cards called 'Unemployment Books' which lasted for twelve months. At the end of their currency the unemployment books had to be taken to the Labour Exchanges (later known as Employment Exchanges) to be exchanged for new books. A count of the cards thus exchanged provided a basis for estimating the number of insured persons, and such estimates were made every year for each of the industries covered by the scheme. For the building industry estimates were also made for each of the main occupations. The insurance scheme was administered by Labour Exchanges set up in 1910 under the Labour Exchanges Act, 1909. Both the insurance scheme and the Labour Exchange system were the direct results of recommendations of the Royal Commission on the Poor Laws and Relief of Distress. (*Report*; 1909 Cd. 4499, xxxvii, 1).

In 1916 the unemployment insurance scheme was extended to cover all workmen engaged on or in connection with munitions work (unless excluded by Departmental Order) and all workmen in the following trades: ammunition and explosives; chemicals, oils, paints, etc.; metal and metal goods manufacture; rubber and rubber goods; leather and leather goods; bricks, cement and artificial stone, etc.; and sawmilling and the manufacture of wooden cases. Statistics of the numbers of persons insured under the 1916 extension of the scheme were obtained annually by the method used under the 1911 Act, i.e. by counting the exchanged unemployment books.

The figures obtained under both the 1911 Act and the 1916 extension related to manual workers aged 16 and over.

In 1920 the scheme was extended still further to cover most manual workers (i.e., employees) together with the majority of non-manual workers earning not more than £250 a year. The following were the principal classes which continued to be excluded from the scheme: those engaged in agriculture, horticulture and forestry; domestic servants in private households and institutions; established civil servants; nurses; teachers with superannuation rights; police; the majority of the employees of railways and of local authorities; and non-manual workers earning more than £250 a year. Young persons under 16 years of age were also excluded from insurance.

Statistics were obtained under this extended scheme in the same way as under the earlier limited schemes: by an annual count of the unemployment books exchanged. For the first few years the figures were analysed by industry

on the basis of the Ministry's departmental industry classification, but the industry groupings were radically altered in 1923 to bring them into line with the system used for the 1921 Census of Population; for this and other reasons the published figures for 1921 and 1922 must be regarded as of limited value. Moreover, the method of making estimates of the numbers of insured persons was revised in 1925 and new estimates were made for 1923 and 1924. These were published, together with those for 1925-27, in the *Nineteenth Abstract of Labour Statistics* which is therefore the only source of authentic figures for those years.

The 1920 unemployment insurance scheme remained in operation until 1948, when it was superseded by the more comprehensive national insurance scheme. The following changes were made in the scope of the scheme during the period:

- (a) In 1928 persons aged 65 and over ceased to be insurable on becoming entitled to pensions under the Widows', Orphans' and Old Age Contributory Pensions Act, 1925;
- (b) The following became insurable in the years given:
 - (i) Boys and girls aged 14 and 15 in 1934;
 - (ii) Persons employed in agriculture and horticulture in 1936;
 - (iii) Private gardeners in 1937;
 - (iv) Domestic servants in clubs, institutions, hospitals etc., and chauffeurs in private service in 1938;
 - (v) Non-manual workers earning between £250 and £420 a year in 1940.
- (c) Women aged 60-64 ceased to be insured in 1940, when the minimum age for receiving pensions under the Contributory Pensions Act was lowered to 60 (for women).

Statistics showing the effect of these changes in the scope of the scheme were published in the *Gazette* and elsewhere.

Estimates of the numbers of insured persons, based on the counts of exchanged unemployment books, were made every year throughout the period up to 1948. Separate figures were obtained for males and for females and for each of the age-classes for which there were different rates of contributions. The industrial classification remained practically unchanged from 1923 to 1948; a continuous series of figures for the whole period is therefore available, subject only to allowances that must be made for the changes in the scope of the insurance scheme mentioned above. For the building industry an occupational analysis was obtained every year.

From 1925 to 1938 an article on the estimated numbers of insured persons at the preceding July was published annually in the November issue of the *Gazette*. In 1939 the corresponding article appeared in the December issue. From 1930 to 1939 the article was accompanied by a table in which the figures for 1924 and later years for each industry were given as index numbers based on 1923 = 100. These index numbers provide a convenient method of comparing one year with another since they take account of changes in the scope of the insurance scheme.

Up to 1939 the tables giving industrial analyses of the numbers of insured persons related to persons aged 16-64 in Great Britain and Northern Ireland. After 1934, when young persons under 16 became insured, a table showing the numbers aged 14 and 15 in each industry was given separately in the November *Gazette*.

The articles in the November issues of the *Gazette* contained a table giving the total figures for each of the Administrative Divisions (Regions from 1939) of Great Britain and for Northern Ireland, but it was not possible to publish an industrial analysis for each Division. The detailed figures are available, however, for reference in the Statistics Department of the Ministry of Labour and National Service.

Publication of the estimates of insured persons was suspended during the war, but the figures for those years were published after the war. Publication in the November *Gazette* was resumed in 1945.

The estimates of insured persons referred to above included unemployed persons as well as those in employment. During the period between the two great wars there were wide fluctuations in the numbers of unemployed and the trend of the total numbers of insured persons accordingly provides no indication of the actual course of employment. Another series of figures was therefore prepared for the period 1923-39 by deducting the total numbers of unemployed persons at the middle of each year from the total numbers of insured persons at approximately the same date. This was done for each industry, and the figures for the years 1924-39 were expressed as index numbers on the basis of the 1923 figures = 100. Tables in this form were published in the December issues of the *Gazette* from 1932 to 1938, and the figures for 1939 appeared in the January 1940 issue. This series was not revived after the war because unemployment was very low during the immediate post-war period.

More detailed information, particularly about the age-distribution of insured persons in each industry, was obtained from time to time by means of analyses by sample. Statistics obtained in this way were published for the years 1925, 1930, 1932, 1937 and 1941 to 1947. Summaries only were published for 1941 to 1947, but detailed analyses by age and industry are available for reference in the Statistics Department of the Ministry of Labour and National Service.

The arrangements for issuing unemployment books under the insurance scheme made it possible to compile statistics of the numbers of new entrants into insurable employment. Summaries of these statistics, for each Administrative Division and for adults and young persons, were published regularly from 1927 to 1939, and comparisons of pre-war and post-war figures were published in 1947.

During the 1939-45 war, as in the 1914-18 war, essential information for the guidance of the Government was obtained by requiring large numbers of employers, particularly in the munitions industries, to render regular returns of the numbers in their employment. The main purpose of the wartime returns was to show (a) the changes in the total numbers employed in each industry and (b) the type of work on which the workers were employed, i.e. whether it was work for the Supply Departments (Admiralty, Ministry of Supply or Ministry of Aircraft Production), for other Government Departments, for the export market or for the home market. The returns were obtained compulsorily under Orders made under the Defence (General) Regulations, 1939. Many other details were obtained from time to time, but they were required only for immediate use and were not kept in a form suitable for publication or reference. Summaries of the principal statistics based on these returns are to be found in the publications listed in the bibliography.

The returns were continued after the end of the war and, from November 1945, a considerable amount of information based on them was published every month in the *Gazette*. Statistics relating to many of the industries not covered by the monthly returns were obtained from other sources (e.g. the Ministries of Agriculture and Fisheries, Fuel and Power, Works, Transport, etc.) and by assembling the available statistics from all sources, a series of figures was established showing the total manpower of insurable age in all industries other than private domestic service. Figures in this series have been published together for the years 1938-47.

BIBLIOGRAPHY

The nature of the information and statistics on employment published before 1914 in the *Gazette* has been indicated in the preceding section. In addition, a number of tables relating to employment were published in the *Abstracts of Labour Statistics*, for example:

- (a) Numbers employed at coal mines: *Third Abstract*, page 78.
- (b) Employment at iron and steel works: *Tenth Abstract*, page 12.
- (c) Employment in industries covered by Factory and Workshop Acts: *Tenth Abstract*, page 214.
- (d) Employment of railway servants, by occupation: *Sixteenth Abstract*, page 317.

These tables were repeated in subsequent issues of the *Abstract*.

Detailed statistics derived from the operation of the National Insurance Act, 1911 were given in the *First Report on the proceedings of the Board of Trade under Part II of the National Insurance Act, 1911, with Appendices* [1913 Cd.6965, xxxvi, 677] and also in the later unpublished *Report on the Proceedings of the Board of Trade under the Labour Exchanges Act, 1909, and under Part II of the National Insurance Act, 1911, to July 1914*. These two reports are available for reference at the Central Library of the Ministry of Labour and National Service.

Statistics of the numbers insured under the 1911 Act and under the insurance scheme as extended in 1916 are given in the *Report on National Unemployment Insurance to July 1923*, which is available for reference at the Central Library of the Ministry of Labour and National Service. The same figures are given in the *Nineteenth Abstract of Labour Statistics*.

The statistics derived from the extended scheme of employers' returns during the 1914-18 war were set out in detail in a series of unpublished reports some of which are available for reference in the Central Library of the Ministry of Labour and National Service. Some information about employment is contained in an unpublished *History of the Ministry of Munitions* which is also available for reference in the Library. The following publications also contain information about employment during the war period:

- (a) *Report of the War Cabinet Committee on women in industry*; 1919 Cmd.135, xxxi, 241.
- (b) *Substitution of Women in Non-Munition Factories during the War* (1919).
- (c) Hammond, M.B. *British Labour Conditions and Legislation during the War*, Carnegie Endowment for International Peace, 1919.
- (d) Pigou, A.C. *Aspects of British Economic History*, London, 1947.

Reliable statistics of the numbers of persons insured under the extended unemployment insurance scheme of 1920 are not available for any year before 1923. For the years 1923-36 the most convenient source of statistics is the *Abstract of Labour Statistics*—the nineteenth to the twenty-second issues. The numbers aged 16 and over in 1923 to 1927 are given in the *Nineteenth Abstract*, while the *Twentieth Abstract* starts with a table for 1927 showing the numbers aged 16-64 (i.e. showing the effect of excluding persons aged 65 and over who were then about to become entitled to pensions under the Widows', Orphans' and Old Age Contributory Pensions Act 1925). The *Twenty-Second Abstract* has two tables for 1935, namely (a) persons aged 16-64 and (b) persons aged 14-64, the difference between the two being the numbers of boys and girls under 16 who had just become insured under the Acts. For later years, with the exception of the war years, the figures for mid-year are to be found in the November issue of the *Gazette* for the year concerned. Up to 1939 the detailed industrial figures in the *Gazette* related to Great Britain and Northern Ireland, but a more condensed industrial analysis was given for Great Britain. For the years 1945-47 the full industrial analysis was given in the same table for Great Britain and for Great Britain and Northern Ireland. In pre-war years the numbers aged 14 and 15 were given in a separate table from those aged 16-64.

A table showing the total number of insured persons aged 14-64 in each industry in Great Britain and Northern Ireland in each of the years 1935-46, but without any distinction by sex or age, was published in the *Annual Abstract of Statistics, No. 84, 1935-1946*.

More detailed tables showing figures (a) for each age-group for which there were separate rates of insurance contributions (i.e. for most of the years the age-groups 14 and 15, 16 and 17, 18-20 and 21-64), (b) for each industry and (c) for each administrative Region (called Divisions before 1939) are available for reference in the Statistics Department of the Ministry of Labour and National Service.

With regard to the effects on the statistics of changes in the scope of the unemployment insurance scheme, some information can be obtained in the following issues of the *Gazette*: November 1928 (page 390), November 1935 (page 430), November 1937 (page 423) and November 1938 (page 425).

The effects of the 1940 changes in the scope of the scheme on the total numbers of insured persons are shown in Table 129 of the *Annual Abstract of Statistics No. 92, 1955*.

Detailed information about the insured population was obtained from time to time by means of sample analyses. The following is a list of the principal published results:

- (a) 1926 Enquiry: *Report on Investigation into the Employment and Insurance History of a Sample of Persons Insured against Unemployment in Great Britain* (1927).
- (b) 1930 Enquiry: 'Analysis of Persons Insured against Unemployment in Great Britain at July, 1930', Part V of the *Appendices to the Minutes of Evidence taken before the Royal Commission on Unemployment Insurance* (1931). A summary was given in the *Gazette* for January, 1932.
- (c) 1932 Enquiry: 'Persons Insured against Unemployment in Great Britain at July 1932'—*Gazette*, September and October, 1933.

- (d) 1937 Enquiry: 'Age Distribution of Persons Insured against Unemployment'—*Gazette*, August and September, 1938.
- (e) 1945 and 1947 Enquiries: A short summary of the results, giving comparisons with 1937, was given in an article entitled 'Age-analysis of the numbers of Insured Persons' in the *Gazette*, February 1948. Fuller details for 1945 and 1947, and some information for the years 1941-46, are available for reference in the Statistics Department of the Ministry of Labour and National Service.

Statistics of the numbers of new entrants into unemployment insurance were published in the *Gazette* each month from February 1927 to September 1939 (see, for example, page 347 of the September 1939 issue). Separate figures were given for men, boys, women and girls in each of the Administrative Divisions of Great Britain.

Analyses of the numbers of young persons under 18 years of age entering insurable employment in the years 1945-47, with comparisons with the figures for 1937-38, were published in articles entitled 'Juveniles entering Insurable Employment' in the *Gazette* for October 1946 and November 1947.

The returns that employers in the manufacturing and certain other industries were required to render during and after the war (on forms known as 'L' returns) provided a basis, in conjunction with the annual counts of insurance cards, for estimating the total manpower of insurable age, and also for estimating the numbers employed on munitions work and on work for the export and home markets. The only statistics that were published during the war were those given in *Statistics relating to the War Effort of the United Kingdom* [1943-44 Cmd. 6564, viii, 597]. Some of the figures were subsequently revised and they were given in final form and in considerably greater detail in the *Statistical Digest of the War* (1951). Industrial analyses of total manpower of insurable age during the war and the immediate post-war period were also published in the *Report of the Ministry of Labour and National Service for the years 1939-1946* and in the *Annual Abstract of Statistics*, No. 85, 1938-1948.

CURRENT SERIES

General

The current series of statistics of employment are derived from two main sources: (a) the counts of insurance cards used for the payment of contributions under the National Insurance Acts, and (b) the returns rendered by employers in the manufacturing and certain other industries under the Statistics of Trade Act, 1947.

The present national insurance scheme came into operation in July 1948. All persons who work for pay or profit (with the exception of a small number of self-employed persons) and all persons in unpaid work under a contract of service are required to pay contributions under the scheme. (The exceptions are self-employed men aged 70 and over and women aged 65 and over, and self-employed married women who take the option not to be insured under the scheme.) Even where the employment amounts to only a few hours a week a small contribution has to be paid to cover the risk of industrial injuries. The weekly contributions of all insured persons except non-industrial civil servants are paid by affixing stamps of the appropriate value to insurance cards. Non-industrial civil servants have the option of having their contributions paid by

an arrangement which does not involve the use of insurance cards and the great majority of them take that course. Statistics of the numbers not holding insurance cards are obtained from the Treasury.

National insurance cards are current for twelve months and at the end of their currency they have to be taken or sent to a local office of the Ministry of Pensions and National Insurance to be exchanged for new ones. The cards are exchanged in four quarterly parts in March, June, September and December, respectively. A detailed analysis (by industry, age, etc.) is made of the cards exchanged in June, and the figure thus obtained, used in conjunction with information supplied by employers at the same time, provides a basis for estimating the numbers in the civilian working population.

Estimates of the numbers of employees

The figures referred to in the preceding paragraphs are obtained, in general, in respect of Employment Exchange areas, and they are used for the purpose of making estimates of the numbers of employees in each industry in each area.

In some cases it is found that some of the cards exchanged at a particular local office relate to persons employed at an establishment in another area. In such cases transfers are made from the figures for the former office to those for the latter in order to make the estimates relate as closely as possible to the numbers working in each area. (Such transfers are made, for example, when a large firm with establishments in a number of areas exchanges all its insurance cards at the office of the Ministry of Pensions and National Insurance nearest to its head office.)

The local estimates thus obtained are aggregated to provide regional and national figures. At that stage certain minor refinements are made on the basis of information which is available for the broad administrative Regions but not for local office areas, and the Treasury's estimates of the numbers of civil servants not holding insurance cards are added to the appropriate industries. The final product is an industrial analysis of all employees. Part-time workers are included as full units. Separate figures are obtained for men and women aged 18 and over and for boys and girls under 18.

Insurance cards are exchanged not only for persons in employment, but also for the unemployed and for those absent from work owing to sickness and other causes. The figures for any industry therefore represent the sum of the numbers of employees actually at work in the industry and the numbers unemployed or absent from work whose last employment was in that industry.

Estimates of the numbers of self-employed persons

Because some employers and persons working on their own account are not insured under the national insurance scheme the count of insurance cards does not provide an adequate basis for estimating the number in each industry. Estimates have been made therefore on the basis of figures derived from the 1951 Census of Population. These estimates relate to Great Britain as a whole, and it is not possible to make corresponding estimates for Employment Exchange areas as is done for employees.

A full industrial analysis of cards exchanged in June by self-employed persons is obtained every year, and changes are made in the basic estimates referred to above on the basis of changes from year to year in the numbers of insurance cards exchanged.

Analysis by age, marital condition, etc.

The annual counts of insurance cards enable estimates to be made only for the two age-groups for which there are separate rates of contributions under the national insurance scheme, namely young persons under 18 years of age and adults aged 18 and over. In order to make a more detailed sub-division, information is obtained every year from the Records Branch of the Ministry of Pensions and National Insurance at Newcastle-upon-Tyne in respect of a random sample of 1 per cent. of the total number of insured persons. The additional items of information obtained in this way are (a) date of birth, (b) marital state (for women), (c) the industry in which the insured person was employed in the year to which the sample related, with corresponding information for the previous year, and (d) the Region in which the insured person's insurance card was exchanged in each of the two years. On the basis of these additional details analysis are made to show the detailed age-distribution of the numbers employed in each industry, the numbers of married women in employment, and the movements from one industry to another and from one Region to another in the course of a year.

Annual estimates of the numbers in civil employment

The annual estimates of the numbers of employees, as described above, include the unemployed and persons absent from work through sickness and other causes as well as persons actually at work. Persons temporarily absent from work owing to sickness, etc., are deemed, however, to be 'in employment' in the sense that they have a job, and persons not at work owing to short-time arrangements or other temporary stoppages are likewise deemed to be in employment. Statistics of the numbers registered as wholly unemployed (i.e. without a job) are available every month from returns compiled at Employment Exchanges (see Chapter 2), while estimates of the numbers of employees in employment in each industry in the country as a whole are obtained by deducting the numbers registered as wholly unemployed from the estimated total numbers of employees. The latter figures, being based on the counts of national insurance cards terminating in the first week in June, are related to end-May, and estimates of the numbers wholly unemployed are accordingly interpolated between the mid-May and mid-June counts.

The estimates of the numbers of employees in employment and the estimates of the numbers of self-employed persons are added together to provide estimates of the numbers in civil employment.

Annual estimates of the total working population

The total working population represents the estimated total number of persons who work for pay or gain, or register themselves as available for such work. The figures are obtained by adding to the estimated numbers in civil employment (a) the numbers in the Armed Forces and Women's Auxiliary Services (supplied by the Service Departments), (b) estimates of the numbers of ex-members of the Forces on release leave who have not taken up employment, and (c) the numbers registered as wholly unemployed. The figures for the Armed Forces and Women's Auxiliary Services include those who are serving abroad, but the majority of civilians employed abroad are excluded from the figures of civil employment. Foreign troops stationed in Great Britain are also excluded.

Monthly estimates of employment and of the working population

Monthly series of statistics, continuing the end-May estimates described above, are compiled on the basis of information obtained from employers and other sources. Monthly estimates of the numbers of employees in employment are made on the basis of employers' returns for each of the manufacturing industries, and for the distributive trades, catering, laundries and cleaning, and certain other services. Monthly figures for the nationalised industries (coalmining, railways, gas and electricity supply, etc.) are supplied by the appropriate authorities. Information about agriculture, building and contracting, sea transport, and the civil service is supplied by the Government Departments concerned. Statistics for a few industries are obtained at less frequent intervals, and for a few sectors of employment (e.g. self-employed persons and private domestic service) no figures are obtained other than from the annual counts of insurance cards. In these cases monthly figures are interpolated on the basis of trends in recent periods.

On the basis of the figures obtained from these various sources, monthly estimates are made of the total numbers in civil employment, analysed into broad industrial groups. Monthly figures of the numbers unemployed are obtained from Employment Exchange returns (see Chapter 2), and the Service Departments supply monthly figures of the numbers in the Forces. Monthly estimates are also made of the numbers of ex-members of the Forces on release leave who have not yet taken up employment. These figures are added together to provide monthly estimates of the total working population.

The monthly figures of employment are linked, in the way described above, to the preceding end-May figures based on the counts of insurance cards and they are continued month by month until the basic figures for the following end-May become available. A new series is then started on the basis of the current end-May figures and the provisional figures for earlier months are revised where necessary.

Turnover of labour in manufacturing industries

In addition to the numbers employed in the current month and in the previous month, the monthly returns from employers showed, up to November 1956, the numbers of persons on the pay-roll at the later date who were not on the pay-roll at the earlier date—in other words, the numbers engaged during the month who continued in the firm's employment till the end of the month. Since then these figures have been obtained only in four months of the year. The figures omit those persons who were engaged during the month but left before the end of the month, but for purposes of comparisons over time and between one industry and another they have been used as a measure of 'engagements'. By adding these figures to the numbers employed at the beginning of the month and subtracting the numbers employed at the end of the month, figures are obtained of the numbers of discharges and other losses from among those who were on the pay-roll at the beginning. Up to November 1956 the figures of 'engagements' and of 'discharges and other losses' were expressed as percentages of the numbers employed at the beginning of each month, and the two percentage figures, taken together, gave an indication of 'labour turnover'. Since the beginning of 1957 the table has been published at quarterly dates only.

The turnover rates for an industry are obtained by adding together the figures of engagements and of discharges, respectively, for all firms in the

industry. Some of the movements, however, may be transfers from one firm to another in the same industry; the figures therefore tend to overstate the intake and wastage of an industry considered as one unit.

Short-time and overtime

Once a quarter the returns rendered by employers in manufacturing industries, other than the shipbuilding and ship-repairing industry, include an additional item showing the numbers of operatives working short-time or overtime and the number of hours lost or additional hours worked in the week of the return. The information thus obtained is published as an addition to the statistics of employment and unemployment. Since December 1956 the total number on short-time has been obtained and published monthly.

Part-time employment

Once a quarter all employers rendering returns are asked to state how many of their female employees are normally working part-time, i.e. not more than 30 hours a week.

Administrative, technical and clerical staff

Once a year, the returns from employers in manufacturing industries show how many of their employees are engaged on administrative, technical and clerical work. The figures are subject to certain limitations, particularly where large head offices administer a number of establishments in different industries and it is difficult to make an exact allocation of office staffs to each industry. They do, however, provide a reasonably satisfactory indication of the change over a period of time in the proportion of office, etc., staffs to operative employees.

Young persons entering employment

Arrangements for issuing national insurance cards make it possible to compile statistics of the numbers of young persons under 18 years of age entering their first employment after terminating full-time education. A young person entering employment must obtain an insurance card from a Youth Employment Office, and when he makes his application a record card is completed showing his age, industry, type of employment (apprenticeship, clerical work, etc.) and age on leaving school. These record cards are sent to the Statistics Department of the Ministry for tabulation.

Local authorities

In the industrial analyses of the statistics described above the employees of local authorities are allocated to various industries according to the nature of their employment (education, transport, building, etc.) and the *Standard Industrial Classification* does not make provision for bringing together under one heading the total numbers employed by the authorities. The authorities are accordingly asked to co-operate in compiling comprehensive statistics by rendering returns in June of each year showing the total numbers in their employment. Separate figures are obtained on the returns for the teaching and other staffs of education departments, water supply, transport services, building and contracting, health and welfare services, etc.

BIBLIOGRAPHY

All the statistics described above, with the exception of the statistics of administrative, technical and clerical staffs, are published regularly in the *Gazette*. The more important series are also published in the *Monthly Digest of Statistics* and the *Annual Abstract of Statistics*, and also in publications of the International Labour Office and the United Nations.

The principal annual statistics published in the *Gazette* are:

- (i) End-May estimates of the numbers of employees in each industry in Great Britain and in the United Kingdom, with separate figures for males and females under and over 18 years of age—in the February issue. Figures are also given of the number of women in part-time employment in manufacturing industries.
- (ii) Regional analysis of the total numbers of employees (all industries and services combined) at end-May, with separate figures for males and females under and over 18 years of age—in the March issue.
- (iii) Detailed age-analysis of the numbers of employees in each industry, with some information about the numbers of employed married women and also about inter-regional transfers (based on 1 per cent. sample)—in the June issue.
- (iv) Numbers employed by local authorities in England, Scotland, Wales and Great Britain at end-June, with separate figures for departments of education, water supply, transport, building and contracting, etc.—in the December issue.
- (v) Young persons under 18 years of age entering employment during the year: analysis by industry, age and type of employment—usually in the August issue.

The principal quarterly statistics published in the *Gazette* are:

- (i) Labour turnover in each of the manufacturing industries—intake and wastage expressed as percentages of the total number of employees (published monthly up to end of 1956).
- (ii) A summary of the information supplied by employers in manufacturing industries about short-time and overtime working. Figures are given for each of the main groups of manufacturing industries and for selected industries within the groups, showing the numbers of workpeople working short-time or overtime in the week of the return and the aggregate numbers of hours lost or of overtime worked.

The principal monthly statistics published in the *Gazette* are:

- (i) Analysis of total manpower, showing the numbers in civil employment and in the Forces, the numbers unemployed and the number of ex-members of the Forces on release leave who have not taken up employment.
- (ii) A broad industrial analysis of total manpower in civil employment.
- (iii) The estimated numbers of employees in each of the manufacturing industries and in certain other industries for which monthly information is available.

2. Statistics of Unemployment

HISTORICAL STATISTICS

Before the introduction of an unemployment insurance scheme covering the bulk of the working population it was not possible to ascertain the total number of workpeople who were unemployed. The first insurance scheme of that kind came into operation in 1921 and the present series of comprehensive statistics of unemployment therefore dates from that year.

The main sources of information about unemployment before 1921 were the records of trade unions, many of which supplied returns to the Labour Department of the Board of Trade. The returns showed the total membership of the unions and the numbers unemployed each month; it was therefore possible, by combining the figures for all unions from which information was received, to compute percentage rates which could be accepted as fairly satisfactory indicators of the proportions unemployed. An explanation of the methods of computation was given in a *Second Series of Memoranda, Statistical Tables and Charts prepared in the Board of Trade with reference to various matters bearing on British and Foreign Trade and Industrial Conditions* (1905, Cd.2337, lxxxiv, 1) which contained detailed tables covering the period up to 1903. For a group of trade unions in the engineering, shipbuilding and metal trades percentage rates of unemployment were computed for every year after 1851; the series for other unions starting at varying dates in the 1860's and 1870's. The figures were also inverted to provide a basis for a series of index numbers of employment. The computation of unemployment percentages on the basis of trade union returns was continued up to 1926 and the figures were published regularly in the *Abstracts of Labour Statistics* (see, for example, the *Twenty-Second Abstract*, page 48).

The reliability of the trade union percentages as measures of unemployment is discussed on page 244 et seq. of *Survey of Industrial Relations* (1926), a report by the Committee on Industry and Trade. The conclusion in the report was that the trade union percentage may be used with some confidence as an indicator of the proportion totally unemployed.

With the introduction of the first limited scheme of unemployment insurance under the National Insurance Act, 1911, a new source of statistics of unemployment became available. The industries covered by the scheme, and also by the extension that was made in 1916, are set out in detail in Chapter 1. Statistics were compiled of the total numbers of persons insured under the scheme as well as of the numbers of insured persons unemployed at monthly dates; it was possible, therefore, to compute percentage rates of unemployment among insured persons. Benefit first became payable under the 1911 scheme in January 1913, and the statistics of unemployment are available from that month. Percentage rates of unemployment were computed for each of the industries covered by the scheme for the years 1913-18 and figures are available in published and unpublished reports. The unpublished volume also contains detailed information about the duration of spells of unemployment during the earlier part of the period.

During the demobilisation period of 1919 and 1920 considerable numbers of ex-service men and civilian workers whose war work had come to an end were temporarily unemployed. Many of them had no rights to benefit under the insurance scheme and a temporary arrangement was therefore made for the free grants of payments, known as 'Out-of-work Donations'. Detailed analyses of the numbers recorded as unemployed under this new scheme were published. The total number of persons who would have been entitled to out-of-work donations when unemployed was not ascertainable and consequently it was not possible to compute percentage rates of unemployment during the period. The scheme was in operation from November 1918 to November 1919 for ex-service men and women and for civilian workers; then until March 1921, but only for ex-service men and women and certain classes of merchant seamen.

The next important development was the extension of unemployment insurance by the Unemployment Insurance Act, 1920, to cover the majority of manual workers and a large proportion of non-manual workers. Registration for employment was a condition for the receipt of benefit under the scheme and the great majority of unemployed persons were thus brought into contact with the Employment Exchanges. It became possible therefore to compile statistics which provided a reasonably complete measure of the total amount of unemployment. It is unlikely, of course, that all *uninsured* persons registered at Employment Exchanges when unemployed, and legislative and administrative changes from time to time have had the effect, to some extent, of increasing or decreasing the numbers who thought it worth their while to register. Nevertheless the series of figures available since 1921 may be regarded as a continuous series of approximately comparable figures and the fluctuations in them as adequate indications of economic changes.

There were two main series of statistics. The first was related to the Ministry's function of placing unemployed persons in employment and it was designed to show the numbers who, by signing the register at the Employment Exchanges at the appointed times, indicated that they were seeking employment and were capable of and available for work. The figures in this series included all unemployed persons on the registers of Employment Exchanges, irrespective of whether they were insured under the Unemployment Insurance Acts. In addition to the numbers of those who were actually without jobs, separate figures were obtained of those who, though they had not lost their jobs, were registering at Employment Exchanges on the dates of the counts owing to short-time working or other temporary stoppages. Separate figures were also obtained of the numbers of unemployed persons on the registers who normally obtained their livelihood by means of casual employment. For the greater part of the period this last category consisted largely of dock labourers. Up to December 1931 counts were made on Monday of every week, but from January 1932 onwards they were made on one Monday only in the latter part of each month.

Unemployed persons were counted as 'on the register' on Monday if they signed the register on that day or, if they were not required to attend at the Employment Exchange on that day, they had signed on the last preceding 'signing day' (usually the Friday) and were not known to have found work in the meantime. This was a convenient method of counting, but it did mean that the figures included a number of persons who had in fact started work in a new job on the Monday but had not informed their Employment Exchange. In order to eliminate

this 'unreal' element from the figures the method of counting was altered in September 1937. Since that date the Monday count has been revised, where necessary, on the following Monday; deduction being made for persons included in the original figures but subsequently found to have been 'not unemployed' on the date of the count, and additions made for persons registered later in the week who produced evidence that they were in fact unemployed on the Monday. The net effect of these adjustments in September 1937 was a reduction of about 50,000 in the total register of about 1,400,000.

The second series of unemployment statistics was related directly to the unemployment insurance scheme and was designed to measure the extent of unemployment among insured persons. The unit for counting for this purpose was the 'lodged' unemployment book, the card to which contribution stamps were affixed. When an insured person became unemployed he had to obtain his unemployment book from his employer and 'lodge' it at an Employment Exchange, where it remained throughout the period of unemployment. When he obtained work he had to get his unemployment book from the Employment Exchange and hand it to his new employer. The great majority of insured persons whose cards were lodged at Employment Exchanges were claiming benefit and registering for employment, and an additional small number were continuing to register although they had no current claim to benefit. Some insured persons, however, ceased to register for employment before the termination of their current spell of unemployment, e.g., when a claim for benefit was disallowed. In order to obtain a measure of unemployment among insured persons it was considered necessary to include an allowance for the last-mentioned category. The actual number was not ascertainable, but allowance was made by including persons in the figures for two months after they had ceased to register for employment if their unemployment books remained lodged at Employment Exchanges and it was not known that they had found employment. This method was considered to make reasonable allowance for the category in question (see *Gazette* November 1923, page 397). The unemployment books of this category were put in a separate file known as the 'Two Months File'. Books still remaining in the file at the end of the two months were transferred to a 'Dead File'. The numbers of books in the 'Two Months File' were published separately in the *Gazette* from February 1926. During the 1939-45 war the number of books in this file became artificially inflated and it was therefore decided to omit them from the count of the number of insured persons unemployed, which was then at a very low level. This practice was continued after the war and the count of insured persons unemployed was limited to those who were actually registered for employment.

This second series of statistics was originally described as 'Number of unemployment books remaining lodged', but in later years it was changed to 'Number of insured persons recorded as unemployed'. On the omission of the 'Two Months File' the definition became 'Number of insured persons registered as unemployed'. Figures in this series were obtained on a Monday in the latter part of each month. They were analysed by industry, on the basis of the Industry Code Letters written on the unemployment books at the time of the preceding annual exchange of books, and the figures for each industry were expressed as percentages of the estimated total number of insured persons in the industry at the preceding July. In 1923 a new industrial classification, based on the one that was used in the 1921 Census of Population, was introduced; there was

thus a complete break, at June 1923, in the comparability of the industrial figures (see *Gazette*, November 1923, page 398). The new classification continued with very little change up to 1948.

The two series of unemployment statistics described above differ in two main respects. The first series—the numbers of persons on the registers of Employment Exchanges—included uninsured as well as insured persons registering for employment, whereas the second series related to insured persons only but included a number of such persons who had ceased to register for employment and had not taken their unemployment books with them. The extent of these differences is shown by the figures in a table entitled 'Composition of Statistics' in the *Gazette* from February 1926 onwards. During the earlier part of the period there was another small difference, viz. up to 1932 the first series included a small number of persons in employment who were registering for other work.

From January 1926 onwards the figures in the two series were analysed in the same form to show (a) the numbers wholly unemployed (i.e. out of a situation), (b) the numbers temporarily stopped (i.e. working short-time or otherwise temporarily stood off on the understanding that they were shortly to return to their former employment), and (c) unemployed casual workers (i.e. those who normally obtained their livelihood by means of casual jobs of short duration). This analysis was always combined with a broad age-analysis which provided separate figures for each of the age-classes for which there were separate rates of contributions under the unemployment insurance scheme. On this basis there were separate figures, up to 1928, for persons under 18 and for those aged 18 and over; from 1928 to 1934 there was an additional sub-division for persons aged 18 and under 21; and after 1934 separate figures became available for boys and girls aged 14 and 15.

The change made in 1937 in the method of counting the unemployed was applied to the second series of statistics as well as the first. Both series were also affected by minor changes made in 1940, 1941 and 1948. From July 1940 men in attendance at Government Training Centres were excluded from the figures. Another exclusion was made in July 1941 and continued up to December 1947, the excluded class being men and women classified as unsuitable for ordinary employment. The procedure for deciding whether an unemployed person should be thus classified was then discontinued and from January 1948 persons who had previously been in that category were included in the statistics of unemployment.

The monthly counts of the total numbers unemployed were supplemented by regular returns relating to certain aspects of unemployment. From June 1930 a monthly return was made showing the number of wholly unemployed claimants for benefit according to the length of time that they had been continuously on the registers up to the date of the count. Separate figures were obtained for the periods (a) not more than one week, (b) more than one week and not more than two weeks, (c) more than two weeks and not more than three weeks, (d) more than three weeks and not more than four weeks and (e) more than four weeks. Returns were obtained in this form every month up to November 1931. In January 1932 they were replaced by returns showing the numbers who had been unemployed (a) for not more than three months, (b) 3-6 months, (c) 6-9 months, (d) 9-12 months and (e) more than 12 months. Returns in this new form were obtained every month up to August 1939.

The compilation of statistics of the duration of unemployment was resumed after the war. From October 1945 figures were obtained every month showing the numbers who had been continuously unemployed for not more than two weeks and for more than two weeks and from June 1946 a further sub-division was introduced to show the numbers who had been unemployed for two to eight weeks. In the same month a series of half-yearly returns was started analysing the number of wholly unemployed persons by age and by duration of unemployment on similar lines to the pre-war returns. The 'duration' analysis, but not one by age, was also obtained in September and March from September 1946. Up to March 1953 the published tables gave figures for the following 'duration' categories:

4 weeks or less	Over 13 and up to 26 weeks
Over 4 and up to 6 weeks	" 26 " " 39 "
" 6 " " 8 "	" 39 " " 52 "
" 8 " " 13 "	" 52 weeks.

There was a further sub-division in the published figures for June and December to show the numbers who had been unemployed for more than 104 weeks. From June 1953 the June and December figures were further sub-divided to show the numbers who had been unemployed for one week or less, over one week and up to two weeks, and over two and up to four weeks.

Before the Ministry of National Insurance was set up the Ministry of Labour and National Service was responsible for the administration of the unemployment insurance scheme and some of the returns of unemployment were therefore designed to throw light on the operation of the scheme. Soon after the introduction of the extended unemployment insurance scheme in 1921 unemployment became much heavier and more protracted than had been anticipated and provision had to be made for meeting the needs of unemployed persons whose rights to benefit under the scheme were exhausted. Provision was made for 'extended benefit' under an Act of 1924 and continued till April 1928. This was followed by a 'transitional period' during which persons who exhausted their rights to standard benefit could continue to receive 'transitional benefit' on satisfying certain relaxed conditions. This type of benefit terminated in November 1931 when a scheme of 'transitional payments', subject to investigation of needs by local authorities, was introduced. This arrangement continued till December 1934, when it was superseded by 'unemployment allowances' payable after investigation of needs by the Unemployment Assistance Board. References to the published statistics of the numbers in receipt of these various types of benefit and allowances are given in the bibliography.

Considerable use was made, particularly during the period between the two world wars, of sampling methods for the purpose of obtaining additional and more detailed information about unemployed persons. The results of some of these sample analyses were published and others were summarised in the *Gazette*.

Regular returns of unemployment are obtained from Employment Exchanges and figures are therefore available for every Exchange area. The figures showing the total numbers unemployed in a number of the principal towns are published every month in the *Gazette* and corresponding figures for other areas are available

for reference in the Statistics Department of the Ministry of Labour and National Service. Detailed analyses of the local figures (by industry, etc.) are no longer available, however, for any year before 1937.

BIBLIOGRAPHY

The principal sources of information about the various types of unemployment statistics referred to in the preceding Section are listed below:

Unemployment among members of trade unions

Detailed figures for the period from the middle of the nineteenth century to the beginning of the twentieth century were published in *Second Series of Memoranda, Statistical Tables and Charts prepared in the Board of Trade with reference to various matters bearing on British and Foreign Trade and Industrial Conditions; 1905 Cd.2337, lxxxiv, 1.*

The figures were given every month in the *Gazette* up to 1926, when the compilation of statistics on this basis was discontinued.

Tables were also given in every issue of the *Abstract of Labour Statistics* (see page 63 of the first issue of 1894 and page 48 of the last issue—the Twenty-Second—in 1937). The *Eighteenth Abstract (1926)* contains detailed tables covering a substantial period, giving separate figures for a number of groups of trade unions: carpenters, joiners and plumbers; engineering, ironfounding, boilermaking, etc.; miscellaneous metal trades; paper manufacture, printing and bookbinding; boot and shoe operatives; and the furnishing trades.

Unemployment among persons insured under Part II of the National Insurance Act 1911

Detailed information about the period 1911-14 was published in *First Report on the proceedings of the Board of Trade under Part II of the National Insurance Act, 1911, with Appendices [1913 Cd.6965, xxxvi, 677]* and in an unpublished report entitled *Report on the Proceedings of the Board of Trade under the Labour Exchanges Act, 1909 and under Part II of the National Insurance Act, 1911 to July, 1914*. The latter is available for reference at the Central Library of the Ministry of Labour and National Service.

The *Report on National Unemployment Insurance to July, 1923* (1923) contains an Appendix Table (XIII) giving the average percentage unemployed in each insured trade in each of the years 1913-18.

The *Eighteenth Abstract of Labour Statistics* has a table showing the percentage unemployed in insured trades in each month during the period 1913-18.

Out-of-work Donation Scheme

Statistics relating to the scheme were given in the *Gazette* every month during the period when it was in operation. A description of the scheme, together with statistics, was published in the *Report on National Unemployment Insurance to July, 1923* (1923) and statistics were also published in the *Eighteenth Abstract of Labour Statistics*.

Statistics following the extension of unemployment insurance in 1920

For the period 1921-23 statistics of the numbers of insured persons were published every month in the *Gazette* under the headings (a) total unemployment and (b) systematic short-time, the figures for both categories being analysed

on the basis of a broad industrial classification. In July 1923 a change-over was made to a new industrial classification, based on the classification used for the 1921 Census of Population, which continued to be used with some extensions and minor modifications till 1948. The principal statistics published during that period were:

- (a) Industrial analysis of the numbers of insured persons unemployed in the *Gazette* every month. From January 1926 separate figures were given for the numbers wholly unemployed and the numbers temporarily stopped. The numbers unemployed in each industry were expressed as percentages of the total number of insured persons in the industry. Separate figures were given for males and for females.
- (b) The numbers on the 'live registers' of Employment Exchanges, in the *Gazette* every month. Up to October 1924 the figures under this heading excluded persons working systematic short-time. Statistics of the total numbers on the registers, *including* persons working systematic short-time at weekly dates during the period 1921-31 are given in the *Eighteenth, Nineteenth and Twentieth Abstracts of Labour Statistics*. From February 1926 the figures for Great Britain and for Great Britain and Northern Ireland in the *Gazette* were sub-divided to show the numbers: (i) wholly unemployed, (ii) temporarily stopped and (iii) normally in casual employment.
- (c) From January 1923 a table was published monthly in the *Gazette* (with the exception of the war years) showing the total numbers on the registers of Employment Exchanges in each of the Administrative Divisions and in each of a number of large towns. From October 1926 a table was also published showing the percentage unemployed in each Division. (The boundaries of some of the Divisions were altered at various times and there was a drastic re-organisation in 1939. Details of changes were given on each occasion in the *Gazette*.)
- (d) Between 1927 and 1939 the percentage rates of unemployment in each county and in each of about 600 towns were printed every month in a statement called the *Local Unemployment Index*. This was issued to subscribers only, but copies are available for reference in the Central Library of the Ministry of Labour and National Service.
- (e) Tables analysing the unemployed according to the length of the last spell of unemployment were given in the *Gazette* every month from July 1930 to September 1939. From November 1945 an analysis into a few 'duration' categories was published every month, with fuller details every quarter.
- (f) The following statistics relating to claims for benefit, etc., were published in the *Gazette*: recommendations of Local Committees on claims for Extended Benefit, every month from January 1926 to May 1928; decisions of Insurance Officers and Courts of Referees on claims, every month from June 1928 to August 1939; numbers claiming insurance benefit or transitional payments, every month from December 1931 to January 1935; a similar table, showing unemployment allowances instead of transitional payments, every month from February 1935 to September 1939.
- (g) Summaries of the principal statistics were published in the *Nineteenth to Twenty-Second Abstracts of Labour Statistics* and also in the *Annual Reports of the Ministry of Labour*.

Sample Enquiries

The following reports were published on sample investigations into unemployment:

- (a) *Report on an Investigation into the Personal Circumstances and Industrial History of 10,000 Claimants to Unemployment Benefit, November 5th to 10th, 1923* (1924). Summarised in the *Gazette*, March 1924, page 79.
- (b) *Report on an Investigation into the personal Circumstances and Industrial History of 10,903 claimants to Unemployment Benefit, November 24th to 29th, 1924* (1925). Summarised in the *Gazette*, June 1925, page 190.
- (c) *Report on an Enquiry into the Personal Circumstances and Industrial History of 3,331 Boys and 2,701 Girls Registered for Employment at Employment Exchanges and Juvenile Employment Bureaux, June and July 1925* (1926). Summarised in the *Gazette*, May 1926, page 160.
- (d) *Report on an Investigation into the Personal Circumstances and Industrial History of 9,748 Claimants to Unemployment Benefit, April 4th to 9th, 1927* (1928). Summarised in the *Gazette*, April 1928, page 118.
- (e) 'Statistical Analyses by the Ministry of Labour of (i) Persons insured against Unemployment in Great Britain at July, 1930 and (ii) Persons on the Live Register at 2nd February, 1931'. Published as Part V of Appendices to the *Minutes of Evidence taken before the Royal Commission on Unemployment Insurance* (1931). Summarised in the *Gazette*, January 1932, page 8.

Reports on other sample enquiries into various matters relating to unemployment and unemployment benefit were published in the *Gazette* for the following months:

November 1923, page 395	October 1930, page 358
July 1924, page 234	August 1932, page 280
March 1929, page 81	September 1932, page 314
January 1930, pages 6 and 9	October 1932, page 356.

Unpublished Material

All statistics of unemployment are compiled on the basis of returns rendered by Employment Exchanges and information is therefore available for every Employment Exchange area. For all years from 1938 the original returns are available in the Statistics Department of the Ministry of Labour and National Service. For years up to 1937 the detailed returns are no longer available, but the monthly totals of unemployment for each Employment Exchange have been recorded. Local information from these sources is made available on request provided that the amount of work involved is not excessive.

CURRENT SERIES

The current statistics of unemployment are based entirely on returns rendered by Employment Exchanges and Youth Employment Offices. The main returns are obtained on a Monday in the middle of each month—usually the second or third Monday. They provide a count of the number of unemployed persons on the registers of Employment Exchanges and Youth Employment Offices

who were out of a situation (or not at work) on the Monday in question. The details obtained each month are:

- (a) An industrial analysis based on the *Standard Industrial Classification*, giving separate figures for each of the Minimum List headings of that classification. Separate figures are also given for men aged 18 and over, boys under 18, women aged 18 and over and girls under 18.
- (b) In combination with the 'age' and 'industry' analysis referred to above, a distinction between persons registered as wholly unemployed (i.e. out of a situation) and those who were registered at temporarily stopped (i.e. persons working short-time or otherwise temporarily stood off on the understanding that they are shortly to return to their former employment).
- (c) An analysis according to the duration, up to the date of the count, of the current spell of unemployment, showing the numbers of wholly unemployed persons who had been continuously on the registers for (i) two weeks or less, (ii) more than two weeks but not more than eight weeks, and (iii) more than eight weeks. Separate figures are obtained for males and for females under and over 18 years of age, but this analysis is not combined with the industrial analysis.
- (d) The number of married women included in the total.
- (e) The numbers of males and females, included in the totals, who were not claiming unemployment benefit or allowances.
- (f) The number of persons included in the totals who normally earn their living by jobs of short duration ('Casuals'). Separate figures are obtained for males and females under and over 18 years of age.

A fuller age analysis, combined with a more detailed analysis according to duration of unemployment, is obtained on the 'count' Mondays in June and December. Separate figures are obtained for the following age groups: under 18, 18-19, 20-24, 25-39, 40-49, 50-54, 55-64 and 65 and over (these are the subdivisions for males; for females the final two groups are 55-59 and 60 and over). The analysis according to duration of unemployment provides figures for the following periods of unemployment for each age-group: 1 week or less, over 1 and up to 2 weeks, over 2 and up to 4 weeks, over 4 and up to 6 weeks, over 6 and up to 8 weeks, 8-13 weeks, 13-26 weeks, 26-39 weeks, 39-52 weeks, 52-104 weeks and over 104 weeks. A similar 'duration of unemployment' analysis, but without an age analysis, is obtained in March and September.

The June and December returns according to age and duration of unemployment also provide separate figures for registered disabled persons suitable for ordinary employment. These are persons who are registered under the Disabled Persons (Employment) Act, 1944. The total numbers of unemployed disabled persons registered under that Act (including those who are *not* suitable for ordinary employment) are obtained on a separate return every month. The two categories are shown separately (the second being described as 'severely disabled persons classified as unlikely to obtain employment other than under special conditions') and each of the two is sub-divided to show the number whose disability is due to war service and to other causes.

On the 'count' date in March, June, September and December an analysis by occupations as well as by industries is obtained in respect of wholly unemployed men and women aged 18 and over. This is based on an occupational

classification that has been specially designed for use in connection with the 'placing' work of the Ministry of Labour and National Service. Statistics of the numbers of unfilled vacancies in each occupation are obtained on the same returns. Summary tables are published quarterly in the *Gazette* (since May 1958).

BIBLIOGRAPHY

The monthly statistics of unemployment are first published, in summary form, in a statement issued to the Press early in the month after that to which the figures relate. The statement shows the total number and percentage unemployed in Great Britain and in each of the standard Regions of England and in Scotland and Wales, the numbers temporarily stopped included in the total being given separately in each case. For Great Britain it also gives the monthly analysis according to duration of unemployment and the number of unemployed married women.

Statistics are published in much greater detail every month in the *Gazette*. Tables are given in every issue showing the following information:

- (a) The number unemployed in Great Britain in each of the Minimum List headings of the *Standard Industrial Classification*. Separate figures are given for males and females each sub-divided into 'wholly unemployed' and 'temporarily stopped'. The total numbers of males and of females are also given for each industry for the United Kingdom.
- (b) The numbers wholly unemployed and temporarily stopped respectively, and also the percentage unemployed in each Region.
- (c) The monthly 'duration of unemployment' analysis (up to two weeks, two to eight weeks, and more than eight weeks) in Great Britain as a whole and in each Region.
- (d) The average numbers unemployed in Great Britain and in the United Kingdom in each year since 1939. For Great Britain separate figures are given for males and females, wholly unemployed and temporarily stopped.
- (e) The numbers of men, boys, women and girls unemployed in each of 115 large towns.
- (f) The numbers of unemployed persons registered under the Disabled Persons (Employment) Act, 1944, analysed to show (i) the numbers suitable for ordinary employment and (ii) severely disabled persons classified as unlikely to obtain employment other than under special conditions.

Summaries of the June and December returns analysing the unemployed by 'duration of unemployment' and age are published in the *Gazette* for July and January. Figures are given in detail for Great Britain and in condensed form for each Region and Development Area. Figures for Great Britain from the March and September analyses according to duration of unemployment are published in the April and October issues of the *Gazette*.

An annual review of the course of unemployment appears in the February issue of the *Gazette* and also in the *Annual Report*.

The statistics of unemployment are also published in the *Monthly Digest of Statistics* in the following tables:

- (a) Numbers of males and females, wholly unemployed and temporarily stopped, in Great Britain, in average form for the years 1938, 1939 and 1947 onwards, with monthly figures (including percentages) for the last two years. Total figures are given separately for Northern Ireland.
- (b) The total numbers unemployed in each Region in July 1939 and averages for a number of recent years with monthly figures for the last twelve months. The percentages of unemployment in the current month are also given.
- (c) The monthly 'duration of unemployment' analysis for Great Britain for the last twelve months and for July in certain earlier years.
- (d) The numbers unemployed in broad industrial groups at monthly dates for the last two years and in July of certain earlier years.

The *Annual Abstract of Statistics* has tables showing (a) the numbers unemployed in each industry in the United Kingdom at June in each year since 1948, and (b) the total number unemployed in Great Britain in each month in 1938 and in a number of recent years.

Unpublished Material

Local information from the returns on which the foregoing statistics are based is made available on request provided that the amount of work involved is not excessive.

3. Statistics of Placings and Vacancies

Labour Exchanges set up by the Board of Trade under the Labour Exchanges Act, 1909, were the first agencies established by the Government as intermediaries between employers and employees in the labour market. Up to that time activity in this field was limited to Bureaux conducted by voluntary organisations or by local authorities.

In 1893 the Labour Department of the Board of Trade conducted an enquiry into the agencies that were then in existence for dealing with the unemployed and the results of the enquiry were published in a *Report on agencies and methods for dealing with the Unemployed*, with map [1893-94 C.7182, lxxxii, 377]. A summary of the Report was given in the *Gazette* for November 1893 (page 162) and an article based on the chapter on Labour Bureaux appeared on page 188 of the December issue. The Department received information about ten more or less permanent bureaux which had been established at various times between 1885 and 1893. Statistics of the numbers placed in employment by the bureaux are given in the report and some of the main figures are quoted in the article just referred to.

Some of these bureaux were conducted by voluntary organisations, some by vestries and some by local authorities. Additional bureaux came into existence in course of time. In 1906 there were ten maintained by metropolitan borough councils under the Labour Bureaux (London) Act, 1902. In that year these were taken into the larger organisation of the Central (Unemployed) Body for London, which exercised functions under the Unemployed Workmen Act, 1905. (See *Gazette*, October 1906, page 292). Most of the bureaux in London and elsewhere were eventually absorbed into the country-wide system of Labour Exchanges set up by the Board of Trade under the Labour Exchanges Act, 1909.

Throughout the period 1894-1910 the Board of Trade obtained monthly returns from the bureaux and published summaries of them in the *Gazette* and the *Abstracts of Labour Statistics*. For the greater part of the period figures were published showing (a) the numbers of fresh applications by workpeople, (b) the numbers of situations offered by employers and (c) the numbers found work, with a broad occupational analysis. Separate tables were published in respect of the Central (Unemployed) Body for London after its establishment in 1906. There were separate tables relating to a number of Women's Employment Bureaux; these tables were continued until July 1915, i.e., some time after the establishment of the Board of Trade's Labour Exchanges.

The establishment of the Labour Exchanges set up by the Board of Trade* under the Labour Exchanges Act, 1909, was described in an article in the *Gazette* for March 1910 (page 103). Thereafter monthly figures were published regularly in the *Gazette* showing the results of the work of the Exchanges. For some years after the National Insurance Act, 1911 came into operation separate

* The Exchange organisation was taken over by the Ministry of Labour when it was established in 1917.

figures were given for insured and uninsured trades, the figures for each being analysed by occupational groups and sex. Details were given of the numbers of persons registered and of vacancies filled.

The analysis according to occupational groups was discontinued after August 1922, but information in considerable detail continued to be published till December 1924. From January 1925 to September 1939, however, the information given in the *Gazette* was limited to a short table of the total numbers of vacancies filled and vacancies unfilled.

No figures were published during the war and immediate post-war period. Publication was resumed in October 1947 and still continues every month in approximately the same form. The main analysis given is based on the 'Orders' of the *Standard Industrial Classification*, together with statistics for the principal industries within the Orders. Total figures are also given for each Region. In each table separate figures are given of vacancies filled and unfilled.

During the period 1932-38 the numbers of placings in each year were related to the total numbers of wholly unemployed persons going off the unemployment register during the year, in order to see what proportion of the total number of engagements of such persons could be attributed to the placing activities of the Ministry of Labour. The results of the calculations were published under the title of 'Placing Indices'.

Persons with professional, technical and other academic or equivalent qualifications have, since the war, been enabled to register for employment with the Appointments Offices and the Technical and Scientific Register set up in the Ministry of Labour and National Service. Figures relating to the work of these services are published separately in the *Gazette*. Up to 1957 they were excluded from the Employment Exchange statistics referred to in preceding paragraphs. In that year the Appointments Offices were closed and their functions allocated to certain Employment Exchanges; the vacancies of 'Appointment Office' type dealt with by those Exchanges are now included in the Employment Exchange statistics, although the numbers of such vacancies continue to be published separately. There has been no corresponding change in connection with the Technical and Scientific Register.

There are separate Appointments Offices for the nursing profession and the figures of vacancies filled and unfilled in that profession are published separately.

Since 1944 one of the functions of the Ministry has been to administer the Disabled Persons (Employment) Act, 1944 and in this connection separate statistics are compiled showing the numbers of disabled persons placed in ordinary employment and the numbers of severely disabled persons placed in sheltered employment. These are published regularly in the Ministry's publications.

BIBLIOGRAPHY

Work of Voluntary Labour Bureaux

- (a) Monthly figures in *Gazette* (1904-1910), including separate tables relating to Women's Employment Bureaux. Tables for Women's Bureaux continued till 1915.
- (b) Annual figures in *First to Fourteenth Abstracts of Labour Statistics*. Figures for Women's Employment Bureaux continued up to *Seventeenth Abstract*.

Work of Labour Exchanges (later Employment Exchanges)

- (a) Detailed figures for 1910-14 in *Report on the Proceedings of the Board of Trade under the Labour Exchanges Act, 1909, and under Part II of the National Insurance Act, 1911, to July, 1914*. This report was not published but is available for reference in the Central Library of the Ministry of Labour and National Service.
- (b) Monthly figures in *Gazette*:
 - (i) From 1910 to 1924—Statistics in considerable detail, but content varying over the period.
 - (ii) From 1925 to 1939—Summary table only, showing totals of vacancies filled and vacancies unfilled (or notified).
 - (iii) From 1947 to date—Statistics of vacancies filled and unfilled, with industrial and, for the greater part of the period, regional analysis.
- (c) Monthly figures of vacancies filled and unfilled in *Monthly Digest of Statistics* i.e. monthly figures for recent period, with annual figures for a few earlier years.
- (d) Figures of vacancies unfilled in *Annual Abstract of Statistics*—monthly totals for last ten years.
- (e) Annual figures in *Annual Report* for 1924 to 1938 and from 1947 to date. Content has varied over the period but information is given in considerable detail. The Reports for 1934 to 1938 contained 'Placing Indices'.

Work of Appointments Offices and Technical and Scientific Register

- (a) Monthly figures in the *Gazette* since 1946, showing numbers of vacancies notified, filled, cancelled and unfilled.
- (b) Annual figures in *Annual Reports* since 1947.

Work of Nursing Appointments Offices

- (a) Quarterly figures in the *Gazette* (February, May, August and November) since 1948, showing numbers of vacancies filled and unfilled.
- (b) Annual figures in *Annual Reports* since 1947.

Placing of Persons registered under the Disabled Persons (Employment) Act, 1944

- (a) Figures in the *Gazette*: quarterly 1949-52 (March, June, September and December), half-yearly since 1953 (March and September); separate figures are given for persons placed in ordinary employment and severely disabled persons placed in sheltered employment.
- (b) Annual figures in *Annual Reports* since 1947.

4. Miscellaneous Manpower Statistics

REGISTRATION FOR NATIONAL SERVICE

The first compulsory registration of men for service in H.M. Forces (apart from conscription during the 1914-18 war) took place in June 1939 under the Military Training Act of that year. After the outbreak of war in September 1939 registrations were made under a series of National Service Acts and these have continued during the post-war period. From 1941 to 1943 several age-classes of women were registered under the Acts for service in the Women's Auxiliary Services. Statistics have been published showing the total numbers of men and women registered, the numbers medically examined and the results of the examinations, and the numbers posted to the Forces and Women's Services. Since 1947 statistics have been published at half-yearly intervals giving an analysis of each age-class separately (i.e. men born in 1929 and later years) showing the position under the National Service Acts. Figures are given of the numbers posted to the Forces, the numbers found unfit for service and the numbers granted deferment of call-up for various reasons. Once a year an additional table is published giving an occupational analysis of apprentices who had been granted deferment of call-up in order to complete their apprenticeships.

BIBLIOGRAPHY

Statistics of the numbers registered under the National Service Acts during the 1939-45 war were published in the *Ministry of Labour and National Service Report for the years 1939-1946*. The Report also contains statistics of medical examinations during the period (men and women separately) and of the numbers posted to the Forces.

Figures of registrations, medical examinations and postings to the Forces in post-war years were published in the *Annual Report* from 1947 onwards.

The half-yearly analysis of each registered age-class (the 1929 and later classes), showing the numbers posted to the Forces, the numbers found unfit, and the numbers granted deferment of call-up for various reasons, is published in the *Gazette* (May and November). The May *Gazette* also contains an occupational analysis of men granted deferment of call-up to complete apprenticeship.

H.M. FORCES AND WOMEN'S SERVICES

Since 1939 statistics of the numbers of men and women serving in the Armed Forces and the Women's Auxiliary Services have been supplied to the Ministry for inclusion in the regular analysis of manpower.

Figures for selected years in the period 1939-46 were published in an Appendix to the *Ministry of Labour and National Service Report for the years 1939-1946*. Statistics in much greater detail are given in the *Statistical Digest of the War*.

Since the war the figures have been published, as part of the manpower statement, every month in the *Gazette*, and also in the *Monthly Digest of Statistics*.

DISABLED PERSONS

Ever since the first world war the Ministry has been concerned with the administration of schemes for the benefit of disabled persons. The first scheme was designed solely for the benefit of men disabled in the 1914-18 war. It was inaugurated in 1919 under the name of the King's National Roll and consisted of a roll of employers who voluntarily agreed to employ not less than a prescribed percentage of disabled ex-service men. The scheme still exists for the benefit of pensioners of the first world war. Statistics were regularly compiled and published up to 1939 showing the number of employers on the Roll and the number of disabled ex-service men in their employment. Reference is made in the following section to the training schemes instituted after the 1914-18 war for the benefit of men disabled in that war.

In 1941 a wider interim scheme was inaugurated to provide for advice and assistance in finding employment to be given, together with vocational training, to persons of either sex who were disabled from any cause. In 1944 the Disabled Persons (Employment) Act was passed to provide for the vocational training and industrial rehabilitation of disabled persons, for their registration, for the imposition on employers of an obligation to employ a quota of registered persons, for the appropriation of vacancies in certain employments for registered persons, and for assisting seriously disabled persons to obtain work under special conditions. Statistics are compiled twice a year showing the total number of disabled persons registered under the Act and once a year there is an analysis according to the nature of disablement with separate figures of 1914-18 war disabled pensioners, other ex-service men, and men and women who had not served in the Forces. Statistics of unemployment among registered disabled persons are compiled every month, distinguishing between those who are suitable for ordinary employment and severely disabled persons classified as unlikely to obtain employment other than under special conditions. Quarterly statistics are also obtained of the numbers of disabled persons admitted to training courses, the numbers in training and the number of trainees placed in employment, together with similar figures in respect of Industrial Rehabilitation Units. The numbers of registered disabled persons placed in employment are compiled every six months.

Employment for a considerable number of severely disabled persons is provided at factories conducted by Remploy Ltd., a non-profit-making company established by the Government for that purpose. Statistics of the numbers in employment at those factories are published every year. Similar information is obtained and published about employment provided at special workshops for the blind.

BIBLIOGRAPHY

Statistics of the number of employers on the King's National Roll and of the number of disabled ex-service men employed by them were published every year up to 1938 in the *Annual Report*. Figures for 1939 were given in the *Report for the years 1939-1946*. Figures have not been published for any later year other than 1941; those for that year were given in the *Report of Inter-departmental Committee on the Rehabilitation and Resettlement of Disabled Persons [1942-43 Cmd. 6415, vi, 67]*.

A table showing the total number of persons registered under the Disabled Persons (Employment) Act, 1944, is published twice a year, in the *Gazette* for May and November. The table in the May issue gives an analysis according to nature of disablement, with separate figures for 1914-18 war pensioners, other ex-service men, and men and women who had not served in the Forces.

The numbers of registered disabled persons unemployed are published in the *Gazette* every month, distinguishing between those who are suitable for ordinary employment and those who are severely disabled. The *Gazette* also contains a monthly table of figures relating to the numbers of disabled persons at training courses and the numbers of persons at Industrial Rehabilitation Units. Fuller details about the latter are given in the *Annual Reports*, which also give information about Remploy factories and special workshops for the blind.

The numbers of registered disabled persons placed in ordinary employment are published at six monthly intervals, viz. in the *Gazette* for March and September.

TRAINING FOR EMPLOYMENT

Between the two world wars the Ministry of Labour operated a number of schemes for the provision of industrial training. In 1919 it took over from the Ministry of Pensions a scheme designed for the benefit of men disabled in the 1914-18 war. A number of Government Instructional Factories were set up and industrial training continued to be given in them up to 1926.

In 1925 a new scheme was inaugurated for the provision of training for young unemployed men. Under this scheme training was given at Government Training Centres for employment overseas as well as at home. In 1929 the first of a number of Instructional Centres was established for the purpose of giving courses designed to enable unemployed men to retain their employability.

Training schemes were also provided for women during the period. These were arranged by the Central Committee on Women's Training and Employment.

Statistics were regularly compiled and published showing the numbers given training under all these schemes.

During the 1939-45 war training courses that were not of direct value to the war effort were terminated. At Government Training Centres training was mainly directed towards increasing the manpower available for the munitions industries. Statistics of the numbers trained in these courses were published after the war.

The Government's plan for industrial training in the post-war period was described in an article on page 110 of the *Gazette* for July, 1945. The primary purpose of the plan (which was called the Vocational Training Scheme) was to enable men and women released from war service to make a good start in jobs which would lead to their permanent resettlement. Courses of training for a large variety of skilled manual trades and also in a number of non-manual occupations were provided at Government Training Centres, at technical colleges and other educational institutions and at employers' establishments. Under arrangements which have now ended, known as the Further Education

and Training Scheme, persons whose training for a professional career had been prevented or interrupted by National Service during the war or soon afterwards were provided with grants to enable them to embark on, or to resume, such training. Provision for the training of disabled persons was also made at certain residential establishments conducted by voluntary organisations. After the immediate post-war period vocational training was continued under the Employment and Training Act, 1948, for the purpose of meeting the labour requirements of essential industries. Under that Act a scheme for the training of ex-regular members of H.M. Forces who are in need of training in order to re-settle them in civilian life was introduced in 1950; training in a restricted range of trades is also available for any suitable persons not already qualified for skilled work of a kind offering reasonable prospects of employment. Training facilities for disabled persons continued to be provided under the Disabled Persons (Employment) Act, 1944. Under that Act the Ministry provides not only courses of direct vocational training and grants for professional training, but also courses at Industrial Rehabilitation Units to restore disabled persons to the highest possible degree of working fitness.

In 1946 a Business Training Scheme was introduced to assist young men and women to make good the loss of practical experience and progress in business life which they had suffered owing to war service. The scheme ran for about two years and on its closure arrangements were made for certain of the younger men and women then being released from National Service to be given grants for training in business administration. These arrangements terminated in 1952. In 1949 a scheme of business training for ex-regular members of H.M. Forces was instituted. This scheme is still in operation.

BIBLIOGRAPHY

Statistics of all these training activities were regularly compiled and published throughout the period.

Statistics of training given under the scheme established for the benefit of men disabled in the 1914-18 war were given in the *Annual Reports* 1923-34 under the heading 'Temporary functions arising out of the war'.

The *Annual Reports* for the years 1925-38 contain statistics of the numbers given training under the scheme started in 1925 for the benefit of young unemployed men, together with the later development of the scheme.

All *Annual Reports* during the inter-war period give statistics of the training of women arranged by the Central Committee on Women's Training and Employment.

Figures relating to the special training schemes during the 1939-45 war were given in the *Ministry of Labour and National Service Report for the years 1939-1946*.

Statistics of the post-war vocational training schemes have been given in the *Gazette* every month from June 1947 until the end of 1953 and every three months since then. The first table gave figures for the years 1945-47. From July 1947 onwards the table has shown the numbers admitted to training, the numbers in training at Government Training Centres and other establishments, and the numbers of trainees placed in employment, with separate figures for

males and females and for disabled persons and others. Statistics are also given in the review of training arrangements in the *Annual Report* of the Ministry every year.

Statistics of the business training schemes were given from time to time in the *Gazette* and every year in the *Annual Report*.

FOREIGN WORKERS

Between 1920 and 1939 the Ministry of Labour had the duty, under the Aliens Order, 1920, of considering applications from aliens to enter this country to take up employment and of issuing permits for that purpose. At the outbreak of war in 1939 the relevant section of the Aliens Order was repealed, but a further amendment of the Order in 1946 restored the earlier functions to the Ministry. The 1920 Order was revoked by the Aliens Order, 1953, but the latter Order continued the provision for the issue of permits by the Minister of Labour and National Service.

Statistics of the numbers of permits granted and the numbers refused have been given in the *Annual Report* every year since 1923 with the exception of the war years; since 1925 the *Annual Reports* have given a broad occupational analysis of the figures.

Statistics have also been given in the *Annual Reports* from time to time relating to foreign workers recruited for British industry under other arrangements, e.g. the Polish Resettlement Corps, European Volunteer Workers (see, for example, page 19 of the Report for 1949).

5. Statistics of Wage Rates, Normal Hours of Work and Other Conditions of Employment

WAGE RATES AND NORMAL HOURS OF WORK

HISTORICAL STATISTICS

Since the middle of the nineteenth century there has been a continuous development of arrangements under which wage rates and other conditions of employment have been fixed by voluntary agreements made between employers or associations of employers and workpeople's organisations. There has been some State regulation of wages of certain classes of workers since the sixteenth century but this did not assume importance until the passing of the first Trade Boards Act, 1909. Under this Act Trade Boards were set up for four specific trades and the Act was later applied to four other trades. The Trade Boards Act has since been superseded by the Wages Councils Acts, 1945-1948. The other principal enactments dealing with the regulation of wages are the Agricultural Wages Act, 1948, the Agricultural Wages (Scotland) Act, 1949 and the Catering Wages Act, 1943.

Information about predominant rates of wages and hours of labour in certain industries in the mid-nineteenth century was collected and published by the Board of Trade in 1887 in a *Return relating to Wages etc. between 1830 and 1886* [1887 C.5172, lxxxix, 273]. Tables showing the standard hours of work in the chief trades centres of sixteen major industries in 1850, 1860, 1870, 1880 and 1890 were published as a Parliamentary Paper in 1890 [1890 (375) Lxviii, 591]. Later the Board of Trade's Labour Department published some information on rates of wages in certain industries, mainly from 1874 to 1900, in a section of their *Report on Standard Time Rates of Wages in the United Kingdom in 1900, with comparative Tables* [1900 Cd.317, lxxxii, 335]. In 1908 that Department printed, 'For Office Use Only', a summary of the available information on rates of wages from 1851 to 1906, but in a few cases going back to 1825. Copies of this book, entitled *Rates of Wages and Hours of Labour in various industries in the United Kingdom for a Series of Years*, are available on loan from the Ministry of Labour and National Service.

The publication of information on rates of wages and hours of labour in handbook form commenced in 1893. Since then a series originally entitled *Standard Time Rates* and later *Time Rates of Wages and Hours of Labour* has been published, the years of issue being 1893, 1900, 1906, 1909, 1910, 1912, 1913, 1915, 1920, 1929, 1946 and annually since with the exception of 1953. In 1893 and 1900 additional volumes containing particulars of standard piece rates were published. Some of the information on rates of wages in certain industries for the period 1893-1936 was also published in the various issues of the *Abstract of Labour Statistics*, whilst the *Gazette* for July 1944 contained an article on 'Statutory Minimum Rates of Wages'.

CURRENT SERIES

From 1954 onwards the information given in the annual handbook has related to the rates applicable at 1st April and the books have been published in June each year. These volumes contain summaries in tabular form of the minimum, or standard, rates of wages fixed by voluntary collective agreements made between organisations of employers and workpeople, by Joint Industrial Councils or other similar bodies or by statutory orders under the Wages Councils Acts, the Agricultural Wages Acts and the Catering Wages Act. In addition to minimum time rates for adult workers, particulars are given of the normal working hours exclusive of meal times for which those rates are paid, the basic rates for pieceworkers where available, the additional rates payable to shift workers and night workers, and of arrangements, where they exist, for a guaranteed weekly wage or period of employment. Appendices to the handbooks issued since 1951 contain brief particulars of overtime rates of pay and holidays-with-pay arrangements in the industries included in the volume (see also the Section on 'Other Conditions of Employment' below) and particulars of the rates of wages for young workers in a selection of industries.

The extent to which minimum, or standard, rates of wages have been determined for different occupations within each industry varies considerably. In some industries the agreements or orders fix general minimum rates for men and women respectively, while in others rates are specified for a number of occupations. In many cases rates vary according to area. Generally the normal hours are uniform for all classes, but in some industries the hours of persons employed on day work differ from the hours of workers employed on a shift basis.

Changes in Rates of Wages and Normal Hours of Labour

Changes in rates of wages and hours of labour come to the notice of the Department from a variety of sources, including: (a) arbitration or conciliation proceedings under the Industrial Disputes Order, 1951, the Industrial Courts Act, 1919, or the Conciliation Act, 1896; (b) statutory orders issued under the Wages Councils Acts, the Agricultural Wages Acts and the Catering Wages Act; (c) returns and reports regularly supplied by many employers, employers' associations, and trade unions; (d) reports from the industrial relations officers of the Ministry; and (e) reports in the Press. At the end of each month a summary of the information obtained is circulated to employers' associations and trade unions for verification. The particulars thus collected in respect of manual wage-earners are published the following month in the *Gazette* with a summary showing the approximate numbers of workpeople affected and the total amount of increase or decrease in their weekly wages or hours of labour. This series has been continuous since the first edition of the *Gazette* in May 1893, but changes in coverage from time to time affect comparability over the whole period.

For the purpose of these statistics a change in a rate of wages is defined as a change in the minimum, or standard, rate of remuneration of a particular class of workpeople, apart from any change in the nature of the work performed. This definition excludes (a) changes in the average earnings of a class due to changes in the proportions of higher and lower-paid workpeople, (b) changes in the rates of pay of individuals due to promotions or to progressive increments within the limits of fixed scales of wages, (c) changes in the terms of employment

providing merely for compensation for extra work, (d) changes in earnings arising out of variations in the amount of work done or in the amount of employment available, and (e) changes in earnings arising from alterations in the system of payment (time-work, piece-work, etc.).

As the Ministry has no compulsory powers in regard to collecting the information, it is dependent on the voluntary co-operation of employers, employers' associations, and trade unions for the supply of the particulars required. While this voluntary co-operation is very freely accorded and the statistics cover a wide field, some changes in rates of wages and hours of labour, especially among those affecting unorganised groups of workpeople and those arranged by individual firms, do not come to the notice of the Ministry and therefore are not included in the figures.

From 1893 to 1913, in addition to the monthly article in the *Gazette*, separate reports entitled *Changes in Rates of Wages and Hours of Labour in the United Kingdom* were published annually. These contain a general review of the year as well as details of each change reported. An attempt was made to estimate approximately the total amount of the additional wages bill as compared with the previous year, but such a calculation has not been made for any year since 1913. Another source of information about more important changes in wage rates and hours of labour is the summaries given in the various issues of the *Abstract of Labour Statistics* published from 1893 to 1936 and also in the annual reviews in each January issue of the *Gazette* from 1898 onwards. A review of the principal reductions in recognised hours of labour during 1919 was published in the *Gazette* for August 1919.

The estimates of the numbers of wage-earners affected by changes in rates of wages are based on information supplied by the organisations concerned in conjunction with the official estimates of employed persons in the different industries. In aggregating the figures from month to month and for the calendar year, wage-earners who are affected by two or more changes during the period are counted only once. Each calendar year stands alone and the figures cannot be aggregated over a period of years. The estimates of the amount of change in weekly wage rates relate to the position at the end of the period specified. Although the total amount by which wage rates may have increased or decreased over a period has not been calculated since 1913, the total amount of the weekly change over a period of years can be obtained from the published figures.

INDEX OF WEEKLY RATES OF WAGES

HISTORICAL STATISTICS

The information on rates of wages in collective agreements or statutory orders is used as a basis for calculating index numbers which measure the average movement from month to month in the level of full time weekly rates of wages in the principal industries and services in the United Kingdom.

The dates of the various series are as follows:

<i>Period</i>	<i>Base</i>	<i>Where published</i>
December 1874 to July 1914	1900 = 100	<i>Eleventh to Nineteenth Abstracts of Labour Statistics</i>
July 1914 to December 1920	July 1914 = 100	<i>Abstracts of Labour Statistics</i> and at quarterly intervals in the <i>Gazette</i>
December 1920 to September 1939	1924 = 100	<i>Do.</i>
December 1920 to December 1938	1924 = 100	This index, on a wider basis than that published in the <i>Abstracts</i> , was given in a paper read before the Royal Statistical Society in 1935*. See also <i>Gazette</i> for April, 1958
June 1934 to June 1947	September 1939 = 100	<i>Gazette</i> March 1946 to July 1947 and revised figures in 'April 1958 issue; <i>Annual Abstract of Statistics</i> No. 84
June 1947 to January 1956	June 1947 = 100	<i>Gazette</i> February 1948 to January 1957 and April 1958; <i>Monthly Digest of Statistics</i> March 1948 to date and <i>Annual Abstract of Statistics</i> Nos. 85 to 93
January 1956 to date	January 1956 = 100	<i>Gazette</i> February 1957 and subsequent issues; <i>Monthly Digest of Statistics</i> February 1957 and subsequent issues

For the early series the information available on changes in wage rates was limited and up to June 1947 only one index number measuring the average monthly movement in the general level of rates of wages for all classes of workpeople combined was published officially. But descriptive articles on the relative levels of rates of wages at August 1914 and at various dates up to December 1934 were published in the issues of the *Gazette* for May 1919, April 1920, February 1921, March 1922, October 1922, April 1923, October 1923, February 1925, October 1925, October 1927, October 1928, February 1930, March 1931, February 1932, February 1933, February 1934 and March 1935. Indices in greater detail were given in the above-mentioned paper read before the Royal Statistical Society in 1935. A further descriptive article entitled "Official Indices of Rates of Wages, 1880-1957" was published in the *Gazette* for April 1958.

For the index based on the level of rates of wages at 30th June 1947 taken as 100 a wider range of industries and occupations was used and separate index numbers were compiled for men, women, juveniles and 'all workers'. The industries covered by this index and the method of calculation were described on page 41 of the *Gazette* for February 1948. Separate index numbers for the four categories were also calculated for manufacturing industries only. The monthly index numbers in this series from June 1947 to January 1956 are reproduced in the *Gazette* for April 1958 on pages 134 and 135.

* See *Journal of the Royal Statistical Society*, Vol. LXXXVIII, Part IV, 1935 and supplements.

CURRENT SERIES

A new series of index numbers with the level of rates of wages at 31st January 1956 taken as 100 has replaced the index based on June 1947 and index numbers on the new basis at the end of each month from February 1956 were published for the first time in the *Gazette* for February 1957, and are now published in each monthly issue. The new base date corresponds to the base date of the Index of Retail Prices which, as from January 1956, replaced the former Interim Index of Retail Prices (see Chapter 9). A full description of the construction of the current Index of Rates of Wages is given on pages 50 and 51 of the February 1957 issue of the *Gazette*.

On each occasion when a new series has been started technical improvements have been made. Owing to these and to the changes in the relative importance of different industries, it is not possible to produce an accurate measure of the changes in wage rates over the whole period on a comparable basis; but the different series may be linked with one another to provide, on a broad basis, a measure of the movement in weekly wage rates for all workers taken together over any period since 1920. The factors for linking the series are given in the *Gazette* for April 1958, page 133. In order to facilitate the linking of the current series (31st January 1956 = 100) with the previous series (30th June 1947 = 100) detailed indices expressed to one decimal place for the present series are published, but this must not be taken to mean that the index figures are thought to be significant to more than the nearest whole number.

INDEX OF NORMAL WEEKLY HOURS

HISTORICAL STATISTICS

Since 1920 index numbers measuring the average movement from month to month in the level of normal weekly hours have been compiled for the same periods as those covered by the various series of index numbers of rates of wages. The representative industries and services for which changes in normal weekly hours have been taken into account in the calculations for the index have been the same as those used for the corresponding index of rates of wages.

The normal weekly hours used for calculating the index numbers are those laid down in voluntary collective agreements between organisations of employers and workpeople or by Joint Industrial Councils or other similar bodies or in statutory orders under the Wages Councils Acts, the Agricultural Wages Acts and the Catering Wages Act. The hours are the normal weekly hours in respect of which all rates used in the calculations of the index rates of wages are payable and in the case of individual industries are combined in the same proportions as are those rates. Generally for day workers the normal hours are exclusive of mealtimes but for shift workers an allowance for mealtimes is included in the normal number of hours.

Full details of the construction of these indices and the index numbers at the end of each year since 1920 are given in the *Gazette* for September 1957 on pages 330 and 331.

CURRENT SERIES

The current index based on the level of normal hours of work at 31st January 1956 is published in each January issue of the *Gazette*.

INDEX OF HOURLY RATES OF WAGES

HISTORICAL STATISTICS

An index of hourly rates of wages derived from the index of weekly rates of wages and the index of normal weekly hours has been calculated in respect of each month since 1920, each series covering the same dates as the index of weekly rates of wages.

The index of weekly rates of wages, unlike the index of hourly rates of wages, does not reflect a change in normal working hours if there is no change in the total wage rate for the week. Consequently, unless a change in normal hours is accompanied by a change in the total weekly wage rate there is no movement in the index of weekly rates of wages.

The index of hourly rates of wages is obtained by applying the index of normal weekly hours to the index of weekly rates of wages as follows :

$$\frac{\text{Index Number of Weekly Rates of Wages}}{\text{Index Number of Normal Weekly Hours}} \times 100$$

Details of this Index and the index numbers at the end of each year from 1920 to 1957 are given in the *Gazette* for April 1958 on pages 133 and 134.

CURRENT SERIES

Commencing in 1959 it is probable that the monthly index numbers of hourly rates of wages will be published in each January issue of the *Gazette*.

OTHER CONDITIONS OF EMPLOYMENT

Collective Agreements

A comprehensive collection of copies of collective agreements between employers' and workers' organisations is maintained by the Ministry of Labour and National Service. Reports on a selection of these agreements were published in 1910 and 1934. Since then the texts of new agreements of special interest have been published in the *Gazette* under the title 'Recent Collective Agreements'.

In addition, articles summarising generally the provisions of collective agreements and statutory orders on the following subjects have been published from time to time in the *Gazette*:

Subject	<i>Issues of the Gazette containing articles</i>
Payment of Wages for Holidays	August 1920, December 1922, March 1925, August 1929, July 1932, July 1934, April 1936, March and September 1938, September 1944, December 1946, August 1947, April 1951, May 1952. (See also Chapter IX of <i>Industrial Relations Handbook</i> , 1953)
Hours of Labour and Overtime Rates of Pay	September 1946, May 1951. (See also Chapter XI of <i>Industrial Relations Handbook</i> , 1953)
Local Variations in Wage Rates	May 1949, December 1951, November 1955
Guaranteed Weekly Wage Arrangements in Industry	November 1956

Schemes providing pensions for employees on retirement

All employers (except Government Departments and Local Authorities) in Great Britain who were known or believed to have pension schemes in operation at the end of 1936 were asked to furnish particulars of numbers and classes of employees covered by, and the principal provisions of, their schemes. The results were published in the *Gazette* for May 1938. The Government Actuary made a survey of occupational pension schemes in 1957*.

Age of compulsory retirement from work

An enquiry was made of representative employers as to the extent to which retirement from work was compulsory at a specified age, and if so at what age. The enquiry covered (a) firms in manufacturing industries, building and road transport, (b) banks, insurance companies, building and friendly societies, accountants, dock, gas and electricity undertakings and shipping companies, and (c) co-operative societies and other large retailers. The results were published in the *Gazette* for April 1949.

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Return relating to wages [giving particulars of the rates paid to various classes of workers in the various industries in different districts of the United Kingdom, during many years prior to 1850, in 1855, and in subsequent years], etc.; 1887 C.5172, lxxxix, 273.

First Report on Changes in the Rates of Wages and Hours of Labour in the United Kingdom, for 1893, and on Standard Piece and Time Rates; with Statistical Tables; 1894 C.7567, lxxxi, Pt.II, 1.—*Second;* 1896 C.8075, lxxx, Pt.I, 1.—*Third;* 1897 C.8374, lxxxiii, 1.—*Fourth;* 1897 C.8444, lxxxiii, 287.—*Fifth;* 1898 C.8975, lxxxviii, 1.—*Sixth;* 1899 C.9434, xci, 419. *Seventh Annual Report on Changes in Rates of Wages and Hours of Labour in the United Kingdom in 1899, with Statistical Tables;* 1900 Cd.309, lxxxi, 409.—*Eighth;* 1901 Cd.688, lxxii, 989.—*Ninth;* 1902 Cd.1204, xcvi, 397.—*Tenth;* 1903 Cd.1562, lxvi, 839.—*Eleventh;* 1904 Cd.2199, lxxxix, 437.—*Twelfth;* 1905 Cd.2674, lxxvi, 1.—*Thirteenth;* 1906 Cd.3172, cxii, 623.—*Fourteenth;* 1907 Cd.3713, lxxx, 789.—*Fifteenth;* 1908 Cd.4255, xcvi, 769.—*Sixteenth;* 1909 Cd.4713, lxxx, 629.—*Seventeenth Report on Changes in Rates of Wages and Hours of Labour in the United Kingdom, 1909; with Comparative Statistics for 1900-1908;* 1910 Cd.5324, lxxxiv, 535.—*Eighteenth;* 1911 Cd.5849, lxxxix, 407.—*Nineteenth;* 1912-13 Cd.6471, xcii, 701.—*Twentieth;* 1914 Cd.7080, lxxx, 679.—*Twenty-first;* 1914-16 Cd.7635, lxi, 769.—*Report on Standard Time Rates of Wages in the United Kingdom in 1900, with Comparative Tables;* 1900 Cd.317, lxxxii, 335.—*At October 1906;* 1906 Cd.3245, cxii, 765.—*At October 1909;* 1909 Cd.4924, lxxx, 821. *Report on Standard Time Rates of Wages and Hours of Labour in the United Kingdom on 1st October, 1910;* 1910 Cd.5459, lxxxiv, 837.—*January 1912;* 1912-13 Cd.6054, xcii, 573.—*October 1913;* 1914 Cd.7194, lxxx, 919. *Standard Time Rates of Wages and Hours of Labour in the United Kingdom at 31st December 1920;* 1921 Cmd.1253, xl, 711. (1929). *Time Rates of Wages and Hours of Labour;* (1946-52, 1954 and annually). *Report on Standard Piece Rates of Wages and Sliding Scales in 1900 in the United Kingdom;* 1900 Cd.144, lxxxii, 1.

* *Occupational Pension Schemes. A survey by the Government Actuary (1958).*

6. Statistics of Earnings and Actual Hours Worked

HISTORICAL STATISTICS

Information about the actual earnings and hours worked by manual wage-earners is obtained from returns completed voluntarily by employers. The earliest enquiries were made by the Labour Department of the Board of Trade, the first of a general character being made in 1886 and the second in 1906. In both of these enquiries information was obtained about the earnings of individual workers and in separate occupations.

In the 1886 enquiry the principal object was to obtain the wages paid for a full time week whereas in the 1906 enquiry the main consideration was to find out the actual earnings of each individual, irrespective of the numbers of hours worked. At the same time provision was made for the separate classification of those who worked full time, less than full time, or more than full time in the week specified. The full time earnings afforded a basis of comparison with the enquiry in 1886. The results of the 1886 enquiry were published in 1893 in a *Report on the Wages of the manual labour classes in the United Kingdom, with tables of the average Rates of Wages and Hours of Labour of persons employed in several of the principal trades in 1886 and 1891* [1893-94 C.6889, lxxxiii, Pt. II, 1].

The earnings and hours enquiry in 1906 covered some 3,000,000 workers and detailed results were published between 1909 and 1913 in the following eight parts of the *Report of an Enquiry by the Board of Trade into the Earnings and Hours of Labour of Workpeople of the United Kingdom*:

- Pt. I *Textiles Trades in 1906; 1909 Cd.4545, lxxx, 1.*
- Pt. II *Clothing Trades in 1906; 1909 Cd.4844, lxxx, 325.*
- Pt. III *Building and Woodworking Trades in 1906; 1910 Cd.5086, lxxxiv, 1.*
- Pt. IV *Public Utility Services; 1910 Cd.5196, lxxxiv, 229.*
- Pt. V *Agriculture in 1907; 1910 Cd.5460, lxxxiv, 451.*
- Pt. VI *Metal Engineering and Shipbuilding Trades in 1906; 1911 Cd.5814, lxxxviii, 1.*
- Pt. VII *Railway Service in 1907; 1912-13, Cd.6053, cviii, 1.*
- Pt. VIII *Paper, Printing, etc., Pottery, Brick, Glass and Chemicals; Food, Drink and Tobacco; and Miscellaneous Trades; 1912-13 Cd.6556, cvii, 289.*

In addition to the above general enquiries special surveys were made by the Board of Trade into wages and conditions of employment in government departments and in agriculture and the following reports were published:

Rates of Pay, Hours of Work, and other particulars with regard to Labour Employed by Government Departments in January, 1893 (1893).

Reports by Mr. Wilson Fox on the *Wages, Earnings and Conditions of Employment of Agricultural Labourers in the United Kingdom, with Statistical Tables and Charts*; 1900 Cd.346, lxxxii, 557 and 1905 Cd.2376, xcvi, 335.

After the functions of the Board of Trade's Labour Department had been transferred to the Ministry of Labour periodic enquiries were instituted into earnings of wage-earners and actual hours worked. Commencing in 1924 the first few enquiries were held at irregular intervals, but from 1941 onwards information has been collected at six-monthly intervals. The industries covered by these enquiries, viz.: manufacturing industries generally, mining and quarrying (excluding coal), building and contracting, gas, electricity and water, transport and communication (excluding railway service) and national and local government service, have remained the same since 1924. The dates of the enquiries and, in brackets, the issues of the *Gazette* in which the results have been published are as follows:

1924 (Each month from June 1926 to March 1927, July 1927 and September 1927); October 1928 (October, November and December 1929); October 1931 (January, February, March 1933); October 1935 (February, March, April, May, July 1937); October 1938 (November 1940, August 1944 (average weekly earnings) and February 1945 (average hours worked)); July 1940 (November and December 1940 and March 1941); July 1941 (November and December 1941); January 1942 (June 1942); July 1942 (December 1942); January 1943 (June 1943); July 1943 (February 1944); January 1944 (August 1944); July 1944 (February 1945); January 1945 (August 1945); July 1945 (February 1946); January 1946 (July 1946); July 1946 (October 1946); October 1946 (April 1947); April 1947 (October 1947); October 1947 (April 1948); April 1948 (October 1948); October 1948 (March 1949); April 1949 (September 1949); October 1949 (March 1950); and so on, each April and October to date and published in the following September and March respectively.

Generally the particulars asked for in these enquiries have been the number of wage-earners at work in the specified week, the aggregate earnings of those wage-earners in that week and the total number of man-hours worked in that week, classified under the following headings: men, aged 21 years and over; youths and boys under 21 years; women, 18 years and over; and girls under 18 years.

In 1938 forms of enquiry were sent to all employers in the industries concerned employing more than ten wage earners and to a 20 per cent. sample of smaller firms. Employers were asked to give separate particulars of the earnings and hours of each wage-earner but unlike the 1906 enquiry (mentioned above) the occupations were not asked for.

In addition to the publication in the *Gazette* of the figures of average earnings and hours compiled from this enquiry, an analysis according to level of earnings was given in a paper read to the Royal Statistical Society in 1949.* The principal tables showed, for men and women separately, in each industry group, the proportions of wage-earners working (a) under 44 hours, (b) 44 and under 47 hours, (c) 47 and up to 48 hours, (d) over 48 hours whose earnings were within each of a number of income brackets. Similar information was given for youths and boys and for girls in all the industries taken together.

In the enquiries from July 1940 to January 1943 and in July 1946 no particulars about hours worked were obtained. The enquiry of July 1946 was on a sample

* See *Journal of the Royal Statistical Society, Series A (General)* Vol.CXII, Part I, 1949.

basis and employers were asked to give the total number of workers and total wages bill without separate figures for the different categories.

Information about the numbers of part-time workers was obtained in July 1942 (women only) and from January 1943 to October 1948 (men and women separately). Thereafter particulars of both the numbers, earnings and hours of any men or women ordinarily employed as part-time workers for not more than 30 hours a week have been obtained at each enquiry.

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Since 1938 forms have been sent, in general, to those firms which then made returns and have continued to co-operate, to all new firms with over ten workpeople and to a proportion of the new smaller firms. On each occasion over 95 per cent. of those to whom application has been made have rendered returns. Some 70,000 firms co-operate at the present time and the returns received cover 7 million workers, rather more than two-thirds of the total number of wage-earners in the industries concerned.

The particulars asked for on the current enquiry forms relate to wage-earners who were at work during the whole or part of the specified week (usually the last pay-week in the month of the enquiry), excluding workpeople doing work at home on material supplied by the employer. If any workpeople employ helpers, those helpers are included. Where works are stopped for a part or the whole of the pay-week specified because of a general or a local holiday, breakdown, fire or industrial dispute, particulars for the nearest week of an ordinary character are substituted. The figures of earnings shown are the total earnings of the workpeople concerned for the specified pay-week, inclusive of payments under a guaranteed wage arrangement, overtime, bonuses and non-contractual gifts, before any deductions are made for income-tax, workers' insurance contributions, etc. Where a bonus or non-contractual gift is paid otherwise than weekly (e.g. monthly, half-yearly), the proportionate weekly amount is entered. The figures of hours worked are the aggregate hours worked including overtime of all the wage-earners included on the return. Time lost through short-time working or other absence from work is excluded, except that any hours for which a guaranteed wage was paid are counted as hours actually worked. Where overtime worked has been paid for at rates above ordinary hourly rates (e.g. time-and-a-quarter, etc.), the figures given are the hours actually worked and not the number of 'pay hours'.

The purpose of these enquiries is to provide information to show the general trend of actual gross earnings and weekly hours worked. From the material obtained general averages are compiled by dividing the total earnings and hours by the number of workers. The statistics published include tables of the average weekly earnings, average hours worked and average hourly earnings for each of the four age and sex groups and for all workers combined. Separate figures are published for each of the industries covered, for a number of broad groups of industries, for all the industries combined and, since October 1950, for manufacturing industries as a whole. When calculating the average earnings and hours for the groups of industries, for manufacturing industries and for all the industries combined, the figures for each industry are weighted by the approximate total number of wage-earners employed in the industry at the date of the enquiry, in order to eliminate the effect of disparities in the proportion of wage-earners covered by the returns received in the different industries.

The figures compiled from the returns reflect the combined effect of a number of factors including changes in rates of wages, in the number of hours worked, in the proportion of hours paid for at overtime, week-end, night-shift, etc., rates, in the proportions of men, boys, women and girls employed in different occupations and in the proportions of workers employed in the different industries. For these reasons the figures of average earnings do not give any indication of the relative level of earnings in different industries for comparable classes of workpeople employed under similar conditions.

As stated earlier the overall industrial coverage of these inquiries has been constant since 1924 but the adoption of the new *Standard Industrial Classification* in 1948 resulted in a more detailed analysis of certain industries and in some rearrangement of industries between groups. This has impaired comparison of the industry figures over the years.

COMPARISON BETWEEN MOVEMENTS IN EARNINGS AND WAGE RATES

Details of the percentage movement in average weekly earnings (all workers) in the industries and services covered by the Ministry's half-yearly enquiries, compared with the movement during the same period in the average level of rates of wages in the same industries, are published in the *Gazette* below the Index of Rates of Wages (see Chapter 5).

EARNINGS IN INDUSTRIES NOT COVERED BY THE MINISTRY OF LABOUR'S EARNINGS ENQUIRIES

The principal industries not covered by the half-yearly enquiries into earnings and hours of wage-earners are agriculture, coal mining, railways, shipping service, port transport (dock labour), the distributive trades, the catering trades, the entertainment industries, commerce and banking and domestic service. Statistics of earnings in four of these industries, viz. agriculture, coal mining, railways and dock labour, are collected by the Ministry of Agriculture, Fisheries and Food, the National Coal Board, the British Transport Commission and the National Dock Labour Board respectively, and summaries are published in the *Gazette* from time to time usually as a section of the six-monthly article on earnings and hours.

Notwithstanding slight differences in the bases upon which the various averages have been calculated, an attempt is made in respect of April each year to show what would be the effect of combining the average earnings of agricultural workers, coal miners, dockers on daily or half-daily engagements, employees (wages grades) of British Railways and the London Transport Executive and workers of the British Transport Commission on inland waterways with those obtained from the Ministry's normal enquiries in order to get a single figure of average weekly earnings of manual wage-earners. The results of these calculations in respect of each year from April 1952 to April 1956 were published in the *Gazette* for December 1957 on page 427.

Estimates of the total wage and salary bills of the United Kingdom compiled by the Central Statistical Office for each year since 1938 are published in the series of Blue Books entitled *National Income and Expenditure* (e.g. Tables 2 and

14 in the 1956 issue). Separate estimates for wages and salaries are given for broad industry groups apart from the distributive trades, insurance, banking, finance and other services for which only combined estimates are available.

PAYMENT-BY-RESULTS SYSTEMS

For the industries covered by the Ministry's Earnings and Hours Enquiries supplementary information of the numbers of wage-earners paid under systems of payment by results and at time rates was obtained in October 1938, April 1947, October 1947 and, since then, biennially at the October enquiry. Derived statistics have been published in the issues of the *Gazette* for October 1947, April 1948, March 1950, April 1952, and each alternate April subsequently.

SHIFT WORKING

Some particulars of the numbers employed on various types of shift working were obtained with the returns of earnings in October 1935 and April 1954. The results were published in the issues of the *Gazette* for February, March and May 1937 and October 1954.

PROFIT-SHARING AND CO-PARTNERSHIP SCHEMES

From 1919 to 1938 enquiries were made annually as to the extent of profit-sharing and co-partnership schemes in industry and the results were published in the *Gazette* (e.g. the issue for August 1939). A further enquiry was made in 1955 in respect of schemes in operation in 1954 and the results were published in the *Gazette* for May 1956.

7. Statistics of Industrial Organisations and Industrial Disputes

INDUSTRIAL ORGANISATIONS

Since 1900 a list of associations of employers, trade unions and joint organisations known to the Ministry to exist for the purpose, *inter alia*, of negotiating wages and working conditions has been published from time to time as the *Directory of Employers' Associations, Trade Unions, Joint Organisations, etc.* The organisations shown therein are grouped according to the industries in which they function. The latest edition was published in 1958. A copy of the Directory is kept up-to-date at the Ministry and is available for inspection.

Associations of Employers

The *Second Abstract of Labour Statistics (1894-1895)* gave the number of associations of employers classified by trades and subsequent *Abstracts* gave similar information up to December 1936. From the *Abstract* for 1895-96 onwards associations which were not concerned with matters relating to the employment of labour were excluded from the statistics. No statistical information about employers' associations has been published since that relating to 1936, but a list of these associations is published in the *Directory* referred to above.

Trade Unions

Information about trade union membership and finance has been published for many years. Detailed figures of the membership as well as of the income and expenditure of trade unions were published as Command Papers annually for the years 1887-1910 in *Statistical Tables and Report on Trade Unions*. The *First Abstract of Labour Statistics (1893-1894)* gave figures of total memberships, as at the end of 1892, of trade unions making returns to the Board of Trade, together with a table showing the individual membership of twenty of the largest unions for each year from 1886. Information about the total membership of trade unions was given in subsequent *Abstracts of Labour Statistics* in much the same form up to and including 1935, when the *Twenty-Second Abstract* gave separately the numbers of male and female members of trade unions for each of the years 1900-35 and classified by groups of industries for each of the years 1922-35. Particulars of the funds, income and expenditure of the "100 principal trade unions" appear in the *Abstract* from the third volume onwards, the earliest figures going back to 1892. The form in which this information appeared was modified over the years, and it was last published in the *Twenty-First Abstract* in a table covering the years 1913 and 1919-32. Information about the membership, funds, income and expenditure of trade unions registered by the Chief Registrar of Friendly Societies under the Trade Union Acts appears (for the years 1910-24) in the *Eighteenth Abstract*. Subsequent issues take this information up to 1935 (in the *Twenty-Second Abstract*).

Trade union membership figures relating to 1936 and later years have been quoted in the *Annual Reports*. Each autumn information is given in the *Gazette* about the number of trade unions and their industrial distribution together with the male and female membership in each industrial group. The information

is collected by annual enquiry. That relating to unions registered or certified under the Trade Union Acts is supplied by the Registrars of Friendly Societies and information about other unions is collected direct by the Ministry.

INDUSTRIAL DISPUTES

Information about each industrial dispute resulting in a stoppage of work was given in great detail in the annual *Report on Strikes and Lockouts* for each of the years 1888-1913. A monthly article on the subject has been published in the *Gazette* from the first issue in 1893. Statistics of stoppages of work from 1914 onwards on a national basis have been given in annual articles in the *Gazette*; from May 1957 some figures are given on a regional basis.

Information about the number of stoppages of work arising out of industrial disputes, the number of workpeople involved, the aggregate number of working days lost, and sometimes analyses of the causes, results and methods of settlement, has been published from time to time in *Abstracts of Labour Statistics* covering years back to 1888.

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8. Statistics of Factory Inspectorate: Industrial Accidents, etc.

HISTORICAL STATISTICS

Inspectors of Factories were first appointed in 1833 and the reports by the earliest inspectors of visits to factories were the beginning of the more elaborate and comprehensive statistical tables published today. In looking back over the years care must be exercised when making comparisons because of the major changes in the scope of industries and establishments to which the various Factories Acts applied and even in the definition of a 'factory'. The *Annual Report of the Chief Inspector of Factories* gives the principal statistics which up to 1921 included figures for Ireland.

Numbers of Factories

The earliest statistics were not on a uniform basis and, in 1834, lists were published of textile factories in certain parts of the country only and sub-divided into cotton, wool, etc., and the type of motive power, showing also numbers employed—over 18 years of age; between 18 and 13 and under 13 years.

In 1847 there was 'ordered by the House of Commons to be printed a return of the total number of persons employed in Cotton, Woollen, Worsted, Flax and Silk Factories in the United Kingdom'. This divided each trade into counties, age groups as above and sexes. From then onwards returns were made periodically to cover industries coming within the extended scope of the Factories Acts.

Since 1948 employment figures for the population covered by the Acts have been estimated on the basis of the comprehensive statistics of employment derived from the National Insurance scheme (see Chapter 1.).

Accidents

(a) *Notifiable accidents*

Since 1844, following a statutory requirement under which certain accidents had to be reported by the occupier of a factory, accidents tables have been given in Inspectors' reports. These tables were divided into three sections—(1) 'accidents arising from machinery required to be fenced'; (2) 'accidents arising from machinery'; and (3) 'accidents not arising from machinery'. Each heading was sub-divided to show nature of injury, age group and sex of person injured. Accidents were not analysed by causations and trades until 1895.

There were frequent changes, several relating to the period of incapacity, in the definition of a notifiable accident, e.g. in 1867, 1871, 1878, 1891, 1895, 1901, 1906 and finally in 1923 from which year the definition (now set out in Section 64 of the Factories Act, 1937) has remained unchanged. These alterations seriously affect comparability between accident figures for periods prior to 1923.

(b) *Non-notifiable accidents*

From 1946 there has been published in each *Annual Report of the Chief Inspector of Factories* a table dealing with accidents other than those which are statutorily notifiable. Firms within the scope of the Acts were asked to

make voluntary returns of accidents which disable the worker beyond the shift or day of occurrence as distinct from a notifiable accident which causes more than three days' disablement. The number of firms which co-operated has increased from 98 in 1946, to 2,748 in 1955, the latter employing nearly 2½ million workers. The number of accidents each year in different industries is given in the form of frequency rates. The rate used is that which is internationally defined as the number of accidents per 100,000 man-hours worked by factory personnel.

Industrial Diseases

Although there was no legal requirement before 1895 for notification of industrial diseases, a table was published in 1865 giving, for 1864, the entire population of five pottery districts, with the corresponding deaths, the deaths in potters' families, age at death and nature of disease.

The first table of notifiable industrial diseases was published in the *Annual Report of the Chief Inspector of Factories* for 1896 and in the following Report there were tables for 1896 and 1897, dividing the cases as follows: lead poisoning (nine industry groups), phosphorus poisoning, arsenic poisoning, and anthrax (three groups).

Other tables published in 1897 included a table of deaths among pottery workers for 1890, 1891 and 1892, giving the cause of death and age group.

Subsequent Annual Reports gave statistical tables relating to notifiable industrial diseases which have increased from the original four to 14.

Medical Examinations

From 1844 onwards the returns of the factory doctors—originally called 'Certifying Surgeons', then 'Examining Surgeons' and, from 1948, 'Appointed Factory Doctors'—have been included in the Annual Report. These returns related to the examination of children employed in factories, and later the examination of young people (up to 18) for fitness for factory employment and of persons exposed to health hazards in their employment, as well as of all kinds of notifiable accidents. The first official tables dealing with examinations for certificates of fitness for employment appeared in the Annual Report for 1892 giving causes of rejection under headings which have hardly varied since that time.

Employment, Intervals, Holidays, etc.

Tables dealing with hours of employment of children, young persons and women, and such things as meal intervals, holidays, wages, etc., have appeared in Annual Reports from time to time but not on a comparable basis.

Non-compliance with provisions of the Acts

The first table of prosecutions for non-compliance with the provisions of the Factories Act was given by an inspector in 1836. These tables were kept by individual inspectors from December, 1836 and, on 12th March 1844, the House of Commons ordered to be presented 'a return of the numbers and names of persons summoned for offences against the Factories Act . . . also a summary of the total number of informations and convictions, the amount of penalties and the costs in each year since the commencement of the Factories Regulation

Act in 1834*. The resulting tables published in the half-yearly and later in the Annual Report of the Inspectors of Factories are very similar to those published in the present day *Annual Report of the Chief Inspector of Factories*.

Administration

A comprehensive list of H.M. Inspectors of Factories was first published in the Annual Report of 1891 and for many years such lists were published in much detail including rank, salary, district, mileage covered and travelling expenses of each inspector.

CURRENT SERIES

The statistics collected by H.M. Factory Inspectorate during visits to premises and from returns submitted by factory occupiers cover such things as (1) the number of factories and other premises subject to the Factories Acts, 1937 and 1948; (2) accidents in factories; (3) dangerous occurrences; (4) industrial diseases; (5) medical examinations; (6) prosecutions; and (7) administration.

The various tables are published in the *Annual Report of the Chief Inspector of Factories*—some of them in the body of the Report and others as separate appendices. Figures of the numbers of fatal industrial accidents analysed by industry are also published every month in the *Gazette*. Once a quarter additional tables are published in the *Gazette* giving analyses, by Divisions of the Inspectorate and by Industry, of both fatal and non-fatal accidents. When considering Factory Inspectorate statistics it is important to bear in mind their limitation to factories, etc., as defined by the Acts.* There are certain exclusions from the provision of the Acts, viz. those parts of the factory premises 'solely used for some purpose other than the processes carried on in the factory' such as offices used solely for clerical work, drawing or designing offices, and laboratories used solely for experimental or development work as distinct from routine testing. A canteen is included as part of the factory.

Numbers of Factories, etc.

Great Britain is divided into 14 Divisions for the purposes of factory inspection, and each Division is divided into Districts, the Divisions and Districts being larger in area in those parts of the country where there is less industry. Each District keeps its own registers of factories (Section 151, Factories Act, 1937), docks, wharves, quays and warehouses (Section 105), building operations (Section 107), works of engineering construction (Section 108), and firms registered under the Lead Paint (Protection against Poisoning) Act, 1926. Premises subject to Section 154, namely those subject to inspection by or under the authority of any Government Department in which manual labour is exercised (other than for the purposes of instruction) being premises which do not otherwise constitute factories, are also registered. All the above applications of the Act are tabulated in Appendix I of the Annual Report.

* The Factories Act, 1937, Section 151 defines a factory as "any premises in which, or within the close or curtilage or precincts of which, persons are employed in manual labour in any process for or incidental to . . . the making of any article or of part of any article; or the altering, repairing, ornamenting, finishing, cleaning, or washing, or the breaking up or demolition of any article; or the adapting for sale of any article; being premises in which . . . the work is carried on by way of trade or for purposes of gain . . ." In addition, certain Parts of this Act are specially extended to other classes of premises, sometimes called "notional factories", of which the most important are docks, wharves, quays and warehouses (Section 105), building operations (Section 107) and works of engineering construction (Section 108).

Accidents(a) *Notifiable accidents**

Each year the Annual Report includes by Districts tables of fatal and non-fatal accidents notified during the calendar year. The accident particulars are tabulated (on a basis, broadly speaking, comparable for each year from 1924) as follows: (i) by age and sex of injured persons; (ii) industry of factory (or department of factory) in which the accident occurred; and (iii) by 'causation'. The List of Trades used as a basis for classification is not the same as the *Standard Industrial Classification*, but the list is at present being reviewed and a new classification might be introduced in the near future.

For statistical purposes the unit counted is the injured person, e.g., an incident in which four persons are injured counts as four accidents.

The 'causation' classification in use since 1920 has three main headings—(1) Machinery Moved by Mechanical Power, (2) Transport, and (3) Other Accidents. Under 'Machinery Moved by Mechanical Power' are such causations as prime movers, transmission machinery, lifting machinery, machine tools, woodworking machinery, 'nip' accidents and other power driven machinery. 'Transport' includes railways (on premises subject to the Factories Acts) and other vehicles. 'Other Accidents' includes miscellaneous causations such as electricity, explosions, fires, contact with molten metal and other hot or corrosive substances, use of hand tools, persons falling, persons struck by falling bodies, persons stepping on or striking against other objects, handling goods, etc. In addition to the 27 main causation code numbers, other sub-numbers may be added for additional important particulars such as eye injuries, sepsis, cleaning machinery in motion, etc.

Causation coding instructions stipulate that, in general, the accident should be ascribed to its direct cause, but if the direct cause cannot be included in one of the classified causation numbers (i.e. excluding 'other') then the first in the chain of events affecting the injured persons which can be so included should be regarded as the causation. In doubtful cases, that code number is chosen which will be of greatest value for the purposes of accident prevention.

A revised causation code, associated with a code for the nature and site of injury based on the *International Statistical Classification of Diseases, Injuries and Causes of Death*, is now being considered.

In a special chapter of the *Annual Report of the Chief Inspector of Factories*, the accident statistics given in the Appendices are summarised. The fatal and total accidents per year are considered in relation to the estimated number of persons employed in factories. The total accident rate per 1,000 employed is given as a time series beginning at 1949. From 1950 the accident rate is given for men, women, boys and girls separately.

* Section 64 of the Factories Act, 1937, provides that 'Where any accident occurs in a factory which either—

- (a) causes loss of life to a person employed in that factory; or
- (b) disables any such person for more than three days from earning full wages at the work at which he was employed;

written notice of the accident, in the prescribed form and accompanied by the prescribed particulars, shall forthwith be sent to the inspector for the district'.

(b) Non-notifiable accidents

As mentioned earlier, voluntary returns are made by firms in every kind of industry of accidents other than those statutorily notifiable. The figures in terms of frequency rates are published in the Annual Report.

Dangerous Occurrences

An analysis of dangerous occurrences by industry is given in the Annual Report—comparable from 1936 onwards. The specified occurrences based on an Order of 1935 are of six kinds comprising various kinds of fires and explosions, the collapse, failure, etc., of cranes and hoisting appliances and the bursting of revolving vessels, wheels or grindstones, etc., moved by mechanical power. This Order applied to dangerous occurrences in factories only, but a further Order in 1947 also applied to dangerous occurrences in places subject to Sections 103-108, Factories Act, 1937. Up to and including 1957, the only dangerous occurrences tabulated were those not associated with notifiable accidents; in future both types of dangerous occurrences are likely to be tabulated, together with the numbers of accidents associated with them.

Industrial Diseases

Statistics are published in the Annual Report of the numbers of cases and fatalities, with comparisons for certain earlier years, for each of the 14 notifiable industrial diseases, as specified by legislation. Figures are also published monthly in the *Gazette*. When a worker becomes afflicted, even though not absent from work, the fact must be notified to the District Inspector and the statistics are based on the notifications received.

Tables are also published of fatal cases of pneumoconiosis, analysed by industry, and of death certificates recording 'fibrosis of lungs', analysed by occupation. Statistics of other industrial diseases are given from time to time.

Medical Examinations

The work of the Appointed Factory Doctors is summarised in tables giving particulars of the examinations of young persons for certificates of fitness for employment under the Factories Acts (the present series beginning in 1948) and of duties performed in connection with dangerous trades. In the latter table, particulars of examinations, etc., of workers employed in factories with special health risks are given. This table varies in scope from time to time, as additional Codes of Special Regulations are made.

Hours of Employment in Factories

There are at present no general annual statistics relating to hours of employment, with two exceptions: one appears in the table of prosecutions, where cases taken against firms for infringing legal limits, though few, bear testimony to the need for continued vigilance in this matter; the other is a table showing the number of special schemes of hours outside those permitted by the Factories Act, 1937, but allowed by emergency powers instituted under the Defence (General) Regulations, 1939.

Non-compliance

The *Annual Report of the Chief Inspector of Factories* includes a table showing prosecutions taken under the Factories, Truck and certain other Acts according to the nature of the offence and the result.

Administration

Each Annual Report gives a table showing the number of authorised staff, the expenditure, the number of visits paid by Inspectors and the number of Appointed Factory Doctors, together with a summary of the information given in other tables.

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9. Statistics of Cost of Living, Retail Prices Index and Family Budgets

HISTORICAL STATISTICS

Although the first official index of retail prices—one which related only to prices in *London* of nine articles of food—is for the period 1877-1900, some information about retail prices of food (again mainly for *London*) from as early as October 1758 was published in 1903 in a Board of Trade *Report on Wholesale and Retail Prices*.

A series of Memoranda issued by the Board of Trade in 1903, 1904 and 1909 under the title *Memoranda, etc. on British and Foreign Trade and Industrial Conditions* included sections dealing with 'Consumption of Food and Cost of Living of the Working Classes'. In the 1903 issue there are tables showing:

- (1) Retail prices of the principal articles consumed by working class families in London for each of the years 1893-1902.
- (2) The course of retail prices of nine articles of food in London, 1877-1901.
- (3) Expenditure by normal working class families in Great Britain in 1890-91.
- (4) Average weekly expenditure on food for 24 families in Great Britain.
- (5) Detailed budgets of expenditure of certain working class families in Great Britain.

The 1904 issue, in addition to including the results of an enquiry into working class household expenditure (see Family Budgets below), also gives a chart of Index Numbers of Cost of Living of Working Classes in large towns in Great Britain 1880-1903, together with tables covering:

- (1) The course of working class rents 1880-1900.
- (2) Changes in cost of 25 articles of clothing 1881-1904.
- (3) Changes in cost of fuel and lighting 1871-1903.
- (4) Changes in retail prices of food in London 1877-1903.

In the 1909 publication there is a statement of percentage variations in the retail prices in *London* on each of thirteen food articles with a Combined Index Number for the years 1895-1908 as well as a statement of retail prices of flour (five qualities) in *London* 1878-1908, and prices of the 4 lb. loaf in *London*, *Edinburgh* and *Dundee* for the period 1875-1908.

Some of the information in these documents overlaps with that given in the *Abstracts of Labour Statistics* in all of which are to be found tables about prices and price movements. In particular the *Eleventh Abstract* (1905-1906) gives percentage variations of retail prices of food, again only for *London*, for the years 1892-1906 with 1900 as the base year = 100. Separate figures are given for beef, mutton, bacon, butter, tea, bread, sugar, and flour and for the 'General Level of Retail Prices'. These percentage variations are re-stated in subsequent annual *Abstracts* sometimes with rather more detail; for example, the *Fourteenth Abstract* (1908-1909) gives price relatives for each of the years 1896-1910 (again with 1900 = 100) for nineteen food items, with separate figures for 'General Level of Retail Prices'.

Two reports on enquiries by the Board of Trade into working class rents and retail prices give a great deal of information about comparative levels of rents of working class dwellings, and of the prices commonly paid by working classes for meat, other food commodities and fuel. The first report, published in 1908, gives information in respect of 94 towns in the United Kingdom in October 1905 and the second report covers 88 towns in October 1912.

A report on the *Accounts of Expenditure of Wage-earning Women and Girls* was published in 1911. It gives a detailed analysis of the expenditure over 12 months for each of 30 women and girls whose earnings were not more than 30/- per week.

Family Budgets

In order to determine the weighting of the various items to be included in an Index of Cost of Living or of Retail Prices it is necessary to establish as accurately as possible the pattern of expenditure of the types of household to be covered by the index. In 1904 the Board of Trade collected Family Budgets from 1,944 working class households in urban areas. (*Note*. This number included 136 budgets collected in 1903 from 'families in London and neighbourhood'.) As mentioned above, the results of the enquiries were published in the 'Memorandum on the Consumption and Cost of Food in Workmen's Families in Urban Districts in the United Kingdom' (included in the 1904 *Memoranda on British and Foreign Trade and Industry*).

In 1937-38 a further Family Budget Enquiry was conducted as it was felt that the pattern of expenditure in 1914 based on the 1904 enquiry had become obsolete and that a new index should be prepared to replace the Cost of Living Index based on 1914. This enquiry which yielded 10,762 working class budgets suitable for this purpose was carried out by the Ministry of Labour. A description of the scope and method of this enquiry and of the results in the form of national average expenditure per household on each item appeared in the *Gazette* of December 1940 for industrial households, the January 1941 issue for agricultural households and the February 1941 issue for households in rural areas from budgets collected through the National Federation of Women's Institutes on behalf of the Ministry. These issues of the *Gazette* are now out of print but copies of the articles together with two unpublished analyses by regions and by ranges of expenditure have been made available to a number of universities and research libraries. These budgets provide an analysis of the principal categories of expenditure of working class families, but it must not be assumed that they provide information on the disposal of the whole income of the households concerned; they do not indicate the amount of savings.

In June 1951 the Cost of Living Advisory Committee, appointed by the Minister of Labour and National Service, recommended that a new Family Budget Enquiry should be held to provide up-to-date information regarding the pattern of expenditure to serve as a basis for a new Index of Retail Prices. This enquiry was carried out in 1953-54 when 12,911 households co-operated. The Family Budgets collected in 1904 and 1937-38 had related to working class households only, but no limit of this kind was imposed in 1953 when a random sample of all households was selected. The Report of this enquiry was published in October 1957.

Index Numbers of Retail Prices

The index numbers of retail prices covering nine articles of food in London for the period 1877-1900 were published in the *Eighteenth Abstract of Labour Statistics* (1926) and for the latter years of that period, i.e. from 1892, there is a series of index numbers based on the weighted percentage changes in prices of 23 articles of food in London. Figures are given for each year of the period 1892-1914 (with 1900 = 100) for these 23 articles in five main groups and as a single index for all the articles together. The articles of food were weighted in accordance with the average expenditure in 1904 on these articles by working class families in urban areas. In addition index numbers for retail prices of coal in London were published in the same *Abstract* for the same period, with figures for clothing for other towns as well as London. Index numbers for rent, including rates, are given for the years 1892-1900.

Cost of Living Index

A series of Cost of Living Index numbers on the basis of July 1914 = 100 continued in operation until June 1947. This index was instituted with a view to measuring the percentage increase month by month in the cost of maintaining unchanged the standard of living prevailing among working class households in 1914. The weighting was based largely on the collection of working class budgets made in 1904 modified to give effect to the estimated distribution of expenditure in 1914. Until June 1916 the published index figures related only to food prices, but subsequently the index was expanded (and calculated retrospectively) to cover working class expenditure on rent, fuel and light, clothing and miscellaneous items as well as on food. Average prices of the articles of food included in the index were given in the *Gazette* and in various issues of the *Abstract of Labour Statistics*.

The monthly percentage increases as compared with July 1914 are to be found in the following publications:

August 1914 to December 1927	<i>Nineteenth Abstract of Labour Statistics</i>
1928-1936	<i>Twenty-Second Abstract</i>
1937-1938	<i>Annual Reports of the Ministry of Labour</i>

Monthly figures were published in the *Gazette* during and after the war. The averages for the years 1939-45 and monthly figures for 1946 are all to be found in the *Ministry of Labour and National Service Report for the years 1939-1946*. The monthly movements of the 'All Items' and the 'Food' indices for 1935 up to June 1947 (when the Cost of Living Index was discontinued) were published in the *Annual Abstract of Statistics No. 84 1935-1946* which also gave the annual averages for each of the main groups of the index, namely, food, clothing, fuel and light, rent and rates. The basis of the Cost of Living Index was described in a leaflet entitled *The Cost of Living Index Number: Method of Compilation* (1944), and a description of the method was also given in the *Gazette* for February 1921.

Because of the war of 1939-45 it was thought desirable not to revise the Cost of Living Index which, as mentioned above, continued until June 1947.

Interim Index of Retail Prices

Early in 1947 the Cost of Living Advisory Committee appointed by the Minister advised that the Cost of Living Index series should be discontinued and

that as a temporary measure (pending results of further study) an Interim Index of Retail Prices should be prepared. An Interim Index was therefore introduced from 17th June 1947 with prices at that date taken as 100. This index was described in a publication entitled *Interim Index of Retail Prices: Method of Construction and Calculation* (1950). Information about the change from the Cost of Living Index to the Interim Index for June 1947 was given in the *Gazette* for January 1948, which also gave separate figures for each month of 1947 on the Cost of Living Index basis up to and including the 17th June and from and including that date on the basis of the new Interim Index of Retail Prices. The index changes were published in the *Gazette* each month with, in the January issue, an article summarising the changes during the previous year.

The weights in the new index were based on the pattern of expenditure revealed by the 1937-38 budgets adjusted to take account of changes in prices between 1937-38 and June 1947.

In January 1952 the Cost of Living Advisory Committee recommended that, pending results of the proposed Family Budget Enquiry mentioned above, certain changes should be made in the Interim Index of Retail Prices, mainly in the weighting of the various items. The revised index was described in a publication entitled *Interim Index of Retail Prices: Method of Construction and Calculation (Revised Edition)* issued in March 1952. Group and 'All Items' Index Figures for each month were published in the *Gazette* with information about the more important changes in prices from month to month. From January 1952 more detailed sub-group figures were published at quarterly intervals. This Interim Index continued until January 1956, when it was replaced by the current Index of Retail Prices (see below) following completion of the Budget Enquiry in 1953-54.

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Report of an Enquiry into Household Expenditure in 1953-54 (October 1957).

CURRENT SERIES

Index of Retail Prices

In order to find a basis for weighting the various sections of a new Index of Retail Prices, budgets were collected in 1953-54 from a sample of households but not limited to working class households (see Family Budgets above). The Cost of Living Advisory Committee published a report early in 1956, recommending the introduction of a new Index of Retail Prices with revised weights based on the results of the 1953-54 enquiry. They advised excluding (a) the budgets of households where the recorded gross income of the head of the household ranged from £20 a week upwards in 1953—460 of the 12,911 households which provided information—and (b) those of households in which at least three-quarters of the total income was derived from National Insurance retirement or similar pensions and/or National Assistance paid in supplementation or instead of such pensions—813 households.

The new index weights were calculated from information supplied by the remaining 11,638 households whose budgets could be used for this purpose. The new index, described in the publication *Method of Construction and Calculation of the Index of Retail Prices* (1956) which also lists the offices used for the collection of prices, was introduced with base date 17th January 1956 = 100. The main group figures are published monthly in the *Gazette* with sub-group figures quarterly; each January there is a summary of the previous year's changes. In connection with the transition from the Interim Index to the new Retail Prices Index, figures were also published for each month of 1956 on the basis of June 1947 = 100, obtained by linking the new index with the previous index.

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10. Subject Index to Published Sources of Current Statistics of the Ministry of Labour and National Service

Abbreviations: M = monthly; Q = quarterly; A = annually; *Gazette* = Ministry of Labour Gazette; *Annual Report* = Annual Report of the Ministry of Labour and National Service; *Digest* = Monthly Digest of Statistics.

Ref. No.	Subject	Area	Frequency	Publication
MANPOWER AND EMPLOYMENT				
1	<i>Total manpower</i> Analysis by main categories (civil employment, H.M. Forces, unemployed, and number on release leave) with broad industrial analysis of civil employment. Last three months and month in previous year corresponding to current month	G.B.	M	<i>Gazette</i>
2	Details as in 1 for last three months and selected months in certain years since 1948	G.B.	M	<i>Digest</i>
3	Details broadly as in 1 for June of each year since 1948. Males and females for latest year, totals for other years	G.B.	A	<i>Annual Abstract of Statistics</i>
<i>Number of employees (employed and unemployed)</i>				
4	Analysis by industry, sex and two age-groups (under and over 18)	G.B. U.K.	A	<i>Gazette</i> (Feb.)
5	Analysis by region, sex and two age-groups (under and over 18)	Regions	A	<i>Gazette</i> (March)
6	Analysis by sex, age (5-year groups over 21) and industry	G.B.	A	<i>Gazette</i> (June)
7	Analysis by region, sex and age-groups (5-year groups over 21)	Regions	A	<i>Gazette</i> (June)
8	Number of married women	G.B.	A	<i>Gazette</i> (June)
9	Inter-regional migration	Regions	A	<i>Gazette</i> (June)
10	Analysis by sex and two age-groups (under and over 18) for each year since 1938	U.K.	A	<i>Annual Abstract of Statistics</i>
11	Analysis by industry for each year since 1948	U.K.	A	<i>Annual Abstract of Statistics</i>

Ref. No.	Subject	Area	Frequency	Publication
12	<i>Employees in employment</i> Analysis by sex for each manufacturing industry and certain other industries for which information is available. Figures for the latest three months and for the month in the preceding year corresponding to the latest of the three	G.B.	M	<i>Gazette</i>
13	Analysis by sex for manufacturing industries and certain other industries. Figures for last four months and selected dates since 1948	G.B.	M	<i>Digest</i>
14	<i>Turnover of labour</i> Percentage rates of intake and losses, males and females separately, for each manufacturing industry, in one month in each quarter	G.B.	Q	<i>Gazette</i> (February, May, August, and November)
15	<i>Short-time and overtime</i> Number on short-time with the number of hours lost, and numbers on overtime, with the number of hours of overtime worked, in manufacturing industries in one week in each quarter	G.B.	Q	<i>Gazette</i> (January, April, July and October)
16	Number on short-time in one week in the months not covered by 15	G.B.	M	<i>Gazette</i> (other than quarterly months covered by 15)
17	<i>Part-time employment</i> Number of women in part-time employment in manufacturing industries	G.B.	A	<i>Gazette</i> (February)
18	<i>Young persons entering employment</i> Analysis by sex, industry and type of employment	G.B.	A	<i>Gazette</i>
19	<i>Employment by local authorities</i> Analysis by sex and industry	G.B. England Scotland Wales	A	<i>Gazette</i> (December)
UNEMPLOYMENT				
20	<i>Analysis by industry and occupation</i> Full industrial analysis combined with analysis by sex and (for G.B.) sub-division into 'wholly unemployed' and 'temporarily stopped'	G.B. U.K.	M	<i>Gazette</i>
21	Figures for broad industrial groups. Monthly figures for last two years and mid-year figures back to 1948	G.B.	M	<i>Digest</i>

Ref. No.	Subject	Area	Frequency	Publication
22	Full industrial analysis for June of each year since 1948	U.K.	A	<i>Annual Abstract of Statistics</i>
22a	Occupational analysis of persons aged 18 and over (see also item 43a)	GB	Q	<i>Gazette</i> (February, May, August and November)
	<i>Analysis by region</i>			
23	Number and percentage unemployed by sex, latest date	G.B. Regions	M	<i>Gazette</i>
24	Number unemployed for recent months and monthly averages for earlier years. Percentage unemployed at latest date	Regions Northern Ireland	M	<i>Digest</i>
25	Number wholly unemployed up to 2 weeks, 2-8 weeks and over 8 weeks, and number temporarily stopped, by sex, latest date	G.B. Regions	M	<i>Gazette</i>
26	Numbers wholly unemployed and temporarily stopped, men, boys, women and girls, latest date	G.B. U.K. Regions Northern Ireland	M	<i>Gazette</i>
27	Numbers unemployed in each region and in the principal towns in each region, men, boys, women and girls, latest date	Regions Northern Ireland Principal Towns	M	<i>Gazette</i>
28	Analysis according to duration of unemployment (up to 8 weeks, 8-26 weeks and over 26 weeks) and three age-groups (under 20, 20-39 and 40 and over), by sex, by regions and Development Areas in June and December	Regions Development Areas	6M	<i>Gazette</i> (January and July)
	<i>Analysis according to duration of unemployment</i>			
29	Numbers wholly unemployed up to 2 weeks, 2-8 weeks and over 8 weeks, and numbers temporarily stopped, men, boys, women and girls, latest date	G.B.	M	<i>Gazette</i>
30	As in 29 but for males and females, recent months and mid-year figures for earlier years	G.B.	M	<i>Digest</i>
31	As in 30 for regions, latest date	G.B. Regions	M	<i>Gazette</i>
32	Detailed analysis according to duration of unemployment, men, boys, women and girls, in March and September	G.B.	6M	<i>Gazette</i> (April and October)

Ref. No.	Subject	Area	Frequency	Publication
33	Detailed analysis according to duration of unemployment, combined with detailed age analysis by sex, in June and December	G.B.	6M	<i>Gazette</i> (January and July)
34	Analysis according to three 'duration' groups (up to 8 weeks, 8-26 weeks and over 26 weeks) and three age-groups (under 20, 20-39 and 40 and over) by sex, by regions and Development Areas, in June and December	Regions Development Areas	6M	<i>Gazette</i> (January and July)
	<i>Summary tables</i>			
35	Average number unemployed in each year since 1939, and number in each month of current year, by sex, separately for wholly unemployed and temporarily stopped	G.B.	M	<i>Gazette</i>
36	Total figure for each year and date specified in 35. (Figures given in same table as 35).	U.K.	M	<i>Gazette</i>
37	Average number unemployed in each year since 1938, and monthly figures for last two years, by sex, separately for wholly unemployed and temporarily stopped, also percentage unemployed for each year and date	G.B. Northern Ireland	M	<i>Digest</i>
38	Monthly figures and annual average for 1938 and each year since 1946	G.B.	A	<i>Annual Abstract of Statistics</i>
	<i>Disabled Persons unemployed</i>			
39	Number of persons registered under the Disabled Persons (Employment) Act unemployed, analysed to show those suitable for ordinary employment and those who are severely disabled	G.B.	M	<i>Gazette</i>
	<i>Married women unemployed</i>			
40	Number unemployed, latest date	G.B.	M	<i>Gazette</i>
41	Monthly figures for recent dates and mid-year figures for earlier years	G.B.	M	<i>Digest</i>
	PLACINGS AND VACANCIES			
42	Total numbers of placings during each of last two monthly periods and vacancies unfilled at the end of each period; with cumulative total of placings for current year. Men, boys, women and girls	G.B.	M	<i>Gazette</i>
43	Industrial analysis of placings and vacancies, latest month. Men, boys, women and girls	G.B.	M	<i>Gazette</i>

Ref. No.	Subject	Area	Frequency	Publication
43a	Occupational analysis of unfilled vacancies for persons aged 18 and over (see also item 22a)	G.B.	Q	<i>Gazette</i> (February, May, August and November)
44	Regional analysis of placings and vacancies, latest month. Men, boys, women and girls	Regions G.B.	M	<i>Gazette</i>
45	Total numbers of placings and vacancies in each of last 15 months, and annual totals of placings for preceding three years with the number of vacancies unfilled at the end of those years. Men, boys, women and girls	G.B. Northern Ireland	M	<i>Digest</i>
46	Vacancies unfilled in each month since January, 1947. Males and females	G.B.	A	<i>Annual Abstract of Statistics</i>
47	Number of young persons under 18 placed in first employment since leaving school. Boys and girls	G.B.	A	<i>Annual Report</i>
48	Technical and Scientific Register, number of vacancies notified, filled, cancelled and unfilled, latest month	G.B.	M	<i>Gazette</i>
49	Appointments service, number of vacancies notified, filled, cancelled and unfilled, latest month	G.B.	M	<i>Gazette</i>
50	REGISTRATION FOR NATIONAL SERVICE Numbers registered since 1949, analysed by year of birth, showing numbers posted to the Forces, numbers unfit and numbers granted deferment of call-up for industrial, educational and personal reasons	G.B.	6M	<i>Gazette</i> (May and November)
51	Expansion of item 50 to give occupational analysis of men granted deferment of call-up to complete apprenticeship	G.B.	A	<i>Gazette</i> (May)
52	Results of medical examinations	G.B.	A	<i>Annual Report</i>
53	H.M. FORCES AND WOMEN'S SERVICES Numbers of men and women in Forces	G.B.	M	<i>Gazette</i> <i>Digest</i>
54	DISABLED PERSONS Total numbers registered under Disabled Persons (Employment) Act, analysed according to type of disability, with separate figures for 1914-18 war pensioners, other ex-servicemen and other persons	G.B.	A	<i>Gazette</i> (May)

Ref. No.	Subject	Area	Frequency	Publication
55	Total number registered under Disabled Persons (Employment) Act at April and October, each year	G.B.	M	<i>Gazette</i>
56	Numbers unemployed, with separate figures for those suitable for ordinary employment and those who are severely disabled	G.B.	M	<i>Gazette</i>
57	Numbers in training at Government Training Courses	G.B.	Q	<i>Gazette</i>
58	Numbers at Industrial Rehabilitation Units	G.B.	M	<i>Gazette</i>
59	Number placed in ordinary and sheltered employment	G.B.	6M	<i>Gazette</i> (March and September)
TRAINING FOR EMPLOYMENT				
60	<i>Vocational training schemes</i> Number of applicants admitted to training, number in training, and number of trainees placed in employment. Separate figures for able-bodied persons and disabled persons, and for males and females	G.B.	Q	<i>Gazette</i>
61	<i>Business training of ex-regular members of H.M. Forces</i> Number of applications for training, number rejected or withdrawn, number under consideration, number who entered training, number who completed training, and number placed in (or found) employment	G.B.	Three times yearly	<i>Gazette</i>
FOREIGN WORKERS				
62	Number of permits granted to aliens to take up employment in Great Britain, with occupational analysis; and the numbers refused	G.B.	A	<i>Annual Report</i>
WAGE RATES, NORMAL HOURS OF WORK AND OTHER CONDITIONS OF EMPLOYMENT				
63	<i>Wage rates and normal hours of work</i> Minimum, or standard, rates of wages and hours of work as fixed by collective agreements or statutory orders	U.K.	A	<i>Time Rates of Wages and Hours of Labour</i>
64	Principal changes in rates of wages	U.K.	M	<i>Gazette</i>
65	Principal changes in hours of labour	U.K.	M	<i>Gazette</i>
66	Index of weekly rates of wages	U.K.	M	<i>Gazette</i>

Ref. No.	Subject	Area	Frequency	Publication
67	Index of normal weekly hours	U.K.	A	<i>Gazette</i> (January)
68	<i>Other conditions of employment</i> Collective agreements	U.K.	M (when necessary)	<i>Gazette</i>
69	Holidays with pay	U.K.	A	<i>Time Rates of Wages and Hours of Labour</i>
70	EARNINGS AND ACTUAL HOURS WORKED Half-yearly enquiries into earnings and hours of wage-earners	U.K.	6M	<i>Gazette</i> (March and September)
71	Numbers of wage-earners paid under payment-by-results systems	U.K.	Once every two years	<i>Gazette</i> (April 1958)
72	INDUSTRIAL ORGANISATIONS Trade union membership—analysed by size of union and by industry	U.K.	A	<i>Gazette</i>
73	INDUSTRIAL DISPUTES Cause and duration of industrial disputes and details of the more important disputes	U.K.	M	<i>Gazette</i>
74	Cause, duration, magnitude, industrial and regional distribution of industrial disputes and details of the more important disputes	U.K.	A	<i>Gazette</i> (May)
75	Industrial analysis of number of work- people involved in disputes and number of working days lost	U.K.	M	<i>Gazette Digest</i>
76	FACTORY INSPECTORATE <i>Numbers of factories and other places subject to the Factories Acts</i>			
77	Analysis by Inspectors' districts			
78	<i>Reported accidents</i> Fatal and non-fatal, two age groups (under and over 16) and sex; analysis by industry			
79	Analysis by causation and industry, in- cluding certain additional particulars	G.B.	A	<i>Annual Report of the Chief Inspector of Factories</i>
80	Analysis by causation and Inspectors' divisions			
81	Fatal and non-fatal: analysis by industry, with comparisons with earlier years			
	Fatal and non-fatal: analysis by causation, with comparisons with earlier years			

Ref. No.	Subject	Area	Frequency	Publication
82	Accident rates per 1,000 workers (in factories only), tabulated according to sex and two age groups (under and over 18)	G.B.	A	<i>Annual Report of the Chief Inspector of Factories</i>
83	Fatal: analysis by industry	G.B.	M	<i>Gazette</i>
83a	Fatal and non-fatal: analysis by (1) Divisions and (2) industries	G.B.	Q	<i>Gazette</i> (February, May, August and November)
	<i>Classes of reported accidents. Specially selected from time to time</i>			
84	Detailed analysis by causation, etc.			
	<i>Lost-time accidents</i>			
85	International Accident Frequency Rates: analysis by industry			
	<i>Dangerous occurrences (notifiable)</i>			
86	Analysis by type of occurrence and industry			
	<i>Industrial poisoning and disease</i>			
87	Notifiable under the Factories Acts: reported fatal and non-fatal cases, with comparisons with earlier years	G.B.	A	<i>Annual Report of the Chief Inspector of Factories</i>
88	Pneumoconiosis: cumulative total of fatal cases investigated from 1929 to date, giving average age at death and duration of employment			
89	Fibrosis of the lungs, including all forms of Pneumoconiosis and Byssinosis (table compiled from information derived from medical certificates of cause of death): death analysis by occupation			
90	Dermatitis cases voluntarily notified by firms: analysis by occupation and by industry			
91	Number of cases reported under Factories Acts or the Lead Paint (Protection against Poisoning) Act 1926	G.B.	M	<i>Gazette</i>

Ref. No.	Subject	Area	Frequency	Publication
	<i>Medical examinations by Appointed Factory Doctors</i>			
92	Statutory examinations of young persons for Certificates of Fitness for Employment			
93	Certificates of fitness refused: causes of rejection			
94	Statutory examinations of workers under Special Regulations for Dangerous Trades, and voluntary periodic medical examinations			
	<i>Employment</i>			
95	Numbers of Orders and Permissions in force permitting special schemes of hours for women and young persons, as allowed by emergency powers under the Defence (General) Regulations 1939	G.B.	A	<i>Annual Report of the Chief Inspector of Factories</i>
96	Number of authorisations granted allowing double day shifts of women and young persons aged 16 and over, under The Employment of Women and Young Persons Act 1936			
97	Number of orders issued under Section 83(b) allowing the period of employment to begin before 7 a.m. (but not before 6 a.m.)			
	<i>Prosecutions for offences under the Factories Acts and other Acts relating to factories</i>			
98	Analysis by type of offence and result of proceedings			
	<i>Administration of the Factories Acts</i>			
99	Table comprising: Number of authorised staff (Inspectors)			
100	Expenditure			
101	Number of visits paid by Inspectors			
102	Number of Appointed Factory Doctors			
103	Summaries of information given in other tables in the <i>Report</i>			
	INDEX OF RETAIL PRICES			
104	All items and group indices	U.K.	M	<i>Gazette Digest</i>
105	Sub-group indices	U.K.	Q	<i>Gazette Digest</i>

APPENDIX I

References to Annual Reports on the Work of the Labour Department of the Board of Trade, Abstracts of Labour Statistics and Reports of the Ministry of Labour and National Service in the Bound Volumes of Parliamentary Papers

Report on the Work of the Labour Department since its formation; with Supplement of Labour Statistics; 1894 C.7565, lxxx, 397.

Second Annual Report of the Labour Department, for 1894-95; with a Supplement of Labour Statistics; 1895 C.7900, xii, 1.—Third; 1896 C.8230, lxxx, Pt.II, 1.—Fourth; 1897 C.8642, lxxxiv, 1.—Fifth; 1898 C.9011, lxxxviii, 695.

Sixth Abstract of Labour Statistics of the United Kingdom 1898-99; 1900 Cd.119, lxxiii.—Seventh, 1899-1900; 1901 Cd.495, lxxiii.—Eighth, 1900-01; 1902 Cd.1124, xcvi.—Ninth, 1901-02; 1903 Cd.1755, lxvii.—Tenth, 1902-04; 1905 Cd.2491, lxxv, 139.—Eleventh, 1905-06; 1907 Cd.3690 lxxx, 515.—Twelfth, 1906-07; 1908 Cd.4413, xcvi, 325.—Thirteenth, 1907-08; 1910 Cd.5041, cx, 1.—Fourteenth, 1908-09; 1910 Cd.5458, cx, 307.—Fifteenth, 1910; 1912-13 Cd.6228, civi, 517.—Sixteenth; 1914 Cd.7131, lxxx, 301.—Seventeenth; 1914-16 Cd.7733, lxi, 295.

Eighteenth Abstract of Labour Statistics of the United Kingdom 1910 to 1925; 1926 Cmd.2740, xxix, 1.—Nineteenth; 1928 Cmd.3140, xxv, 495.—Twentieth; 1930-31 Cmd.3831, xxxii, 453.—Twenty-first 1919-33; 1933-34 Cmd.4625, xxvi, 911.—Twenty-second, 1922-1936; 1936-37 Cmd.5556, xxvi, 869.

Report of the Ministry of Labour for the years 1923 and 1924; 1924-5 Cmd.2481, xiv, 145.—1925; 1926 Cmd.2736, xiii, 1.—1926; 1927 Cmd.2856, x, 891.—1927; 1928 Cmd.3090, xi, 1.—1928; 1928-9 Cmd.3333, vii, 757.—1929; 1929-30 Cmd.3579, xv, 347.—1930; 1930-31 Cmd.3859, xv, 223.—1931; 1931-32 Cmd.4044, xi, 381.—1932; 1932-33 Cmd.4281, xiii, 399.—1933; 1933-34 Cmd.4543, xiii, 179.—1934; 1934-35 Cmd.4861, x, 1.—1935; 1935-36 Cmd.5145, xlii, 1.—1936; 1936-37 Cmd.5431, xii, 511.—1937; 1937-38 Cmd.5717, xii, 657. 1938; 1938-39 Cmd.6016 xii, 79.

Report of the Ministry of Labour and National Service for the years 1939-1946; 1946-47 Cmd.7225, xii, 439.—1947; 1948-49 Cmd.7559, xvii, 389.—1948; 1948-49 Cmd.7822, xvii, 567.

Annual Report of the Ministry of Labour and National Service for 1949; 1950 Cmd.8017, xii, 485.—1950; 1950-51 Cmd.8338, xvi, 391.—1951; 1951-52 Cmd.8640, xvi, 97.—1952; 1952-53 Cmd.8893, xlv, 373.—1953; 1953-54 Cmd.9207, xvi, 207.—1954; 1955-56 Cmd.9522, xxii, 499.—1955; 1955-56 Cmd.9791, xxii, 675.—1956; Cmd.242, volume arrangement not yet determined.

APPENDIX II

Other Official Sources of Information Published in Great Britain

The following publications of Departments other than the Ministry of Labour and National Service include useful information on labour statistics:

Annual Abstract of Statistics for the United Kingdom (Central Statistical Office) formerly *Statistical Abstract for the United Kingdom* (Board of Trade)

Contains summary statistics derived from Census of Population, Census of Production, Ministry of Labour publications and other sources. The eighty-fourth issue (reprinted March 1948), which was the first to be published since 1940, contains annual statistics for the years 1935-46, including previously unpublished labour statistics for the war years.

Reports on the Census of Population (General Register Office; General Registry Office, Edinburgh, for reports on the 1861 and subsequent Censuses in Scotland)

The First census was taken in Great Britain in 1801 and there was one every ten years thereafter up to 1931. The decennial series was broken when, owing to the war, a Census could not be taken in 1941. The last one was in 1951.

In 1801 there was a broad industrial classification under three headings: (a) those chiefly employed in agriculture; (b) those chiefly employed in trade, manufacturers or handicraft, and (c) all those not employed in the first two groups.

This classification was used again in 1811 and 1821. The range, increased to seven groups in 1831 and twelve in 1841, was considerably extended in 1851 when the classification was first drawn up on a scientific basis. Subsequent revisions have kept the classifications of industries and occupations in line with current developments. A very full statement on the range of information obtained about occupation and industry, the classification of the data and details of the particulars published in reports and tables will be found in pp. 27-65 of *Guides to Official Sources No. 2 Census Reports of Great Britain 1801-1931*.

Reports on the Census of Production (Board of Trade)

Information about employment and the annual wage bill in the mining, manufacturing and building industries and public utilities is contained in the reports on successive Censuses of Production. These relate to the years 1907, 1912, 1924, 1930, 1935, 1948, 1951 and 1954, except that the report for 1912 was not completed owing to the outbreak of war, but summary figures were given in the reports for the 1924 Census.

Report of the Committee on Industry and Trade ("Balfour" Committee) 1928-29 Cmd. 3282, vii, 413.

This report and the accompanying evidence contain a mass of material on the general economic situation at the time and on developments during the previous 10 or 20 years, including a good deal of statistical material not readily available elsewhere.

Reports of the Royal Commission on Unemployment Insurance (1930-2)

A great deal of information about employment and unemployment trends will be found in the Commission's reports and minutes of evidence. First Report; 1930-31 Cmd. 3872, xvii, 885. Final Report; 1931-32 Cmd. 4185, xlii, 393.

Reports on Industrial Surveys of 'Depressed Areas'

Industrial surveys of the 'depressed areas' were made by various universities and published by H.M. Stationery Office in 1932.

APPENDIX III

International Labour Statistics.

The following are useful sources of labour statistics of other countries:

Year Book of Labour Statistics (International Labour Office)

This was first published for the years 1935-36 and the latest issue, the seventeenth, relates to 1957. The *I.L.O. Year Book* for 1933 included an appendix on labour statistics for the first time. This appendix, extended and enlarged, was issued as Volume II of the *I.L.O. Year Book* for the year 1934-35.

The International Labour Review (International Labour Office)

This is published monthly and includes a "Statistical Supplement" which gives regular figures of employment, unemployment, hours of work, wages and retail price indices.

Monthly Bulletin of Statistics (United Nations)

This bulletin includes statistics on population, manpower, wages and prices. Figures covering a twenty-year period are given in the *Statistical Yearbook*, the eighth edition of which was issued in 1956. More detailed figures of the economically active population are contained in the *Demographic Yearbook*.

(Note: In addition to the above publications dealing with other countries, the *Ministry of Labour Gazette* contains information on employment, unemployment and retail price indices in overseas countries and from time to time articles on wages, working conditions and other labour matters abroad.)

APPENDIX IV

List of Ministry of Labour and National Service
local offices for which statistical information
is available

NORTHERN REGION (No. 1)

Cumberland. Aspatria, Brampton, Carlisle, Cleator Moor, Cockermouth, Keswick, Maryport, Millom, Penrith, Whitehaven, Wigton, Workington.

Durham. Barnard Castle, Birtley, Bishop Auckland, Blaydon-on-Tyne, Chester-le-Street, Consett, Crook, Darlington, Durham, East Boldon, Felling-on-Tyne, Gateshead, Hartlepool, Haswell, Haverton Hill, Horden, Houghton-le-Spring, Jarrow and Hebburn, Middleton-in-Teesdale, Paillion, Seaham, Sedgefield, Shildon, South Shields, Southwick-on-Wear, Spennymoor, Stanley, Stockton and Thornaby, Sunderland, Washington Station, West Hartlepool, Wingate.

North Riding of Yorkshire. Guisborough, Hemsley, Loftus, Malton, Middlesbrough, Northallerton, Pickering, Redcar, Richmond, Saltburn-by-Sea, Scarborough, South Bank, Stokesley, Thirsk, Whitby.

Northumberland. Alnwick, Amble, Ashington, Bedlington Station, Berwick-on-Tweed, Blyth, Elswick, Haltwhistle, Hexham, Morpeth, Newburn, Newcastle-on-Tyne, North Shields, Prudhoe, Seaton Delaval, Walker-on-Tyne, Wallsend, West Moor, Whitley Bay.

Westmorland. Kendal, Windermere.

EAST AND WEST RIDINGS REGION (No. 2)

Askrn, Attercliffe, Barnoldswick, Barnsley, Batley, Beverley, Bradford, Bridlington, Brighouse, Castleford, Chapelton, Dewsbury, Dinnington, Doncaster, Driffield, Elland, Filey, Goldthorpe, Goole, Guiseley, Halifax, Harrogate, Hebden Bridge, Hemsworth, Hessle, Horsforth, Hoyland, Huddersfield, Hull, Keighley, Knottingley, Leeds, Maltby, Mexborough, Morley, Normanton, Otley, Pocklington, Pontefract, Ripon, Rotherham, Rothwell, Royston, Selby, Sheffield, Shipley, Skipton, South Kirkby, Sowerby Bridge, Spenn Valley, Stanningley, Stocksbridge, Tadcaster, Thorne, Todmorden, Wakefield, Wetherby, Wombwell, Woodhouse, York.

NORTH MIDLAND REGION (No. 3)

Derbyshire (except High Peak District). Alfreton, Ashbourne, Bakewell, Belper, Chesterfield, Clay Cross, Derby, Eckington, Heanor, Ilkeston, Long Eaton, Matlock, Shirebrook, Staveley, Swadlincote.

Leicestershire. Castle Donnington, Coalville, Hinckley, Leicester, Loughborough, Market Harborough, Melton Mowbray.

Lincolnshire. Barton-on-Humber, Boston, Bourne, Brigg, Gainsborough, Grantham, Grimsby, Holbeach, Horncastle, Lincoln, Louth, Mablethorpe, Scunthorpe, Skegness, Sleaford, Spalding, Stamford.

Northamptonshire (including Soke of Peterborough). Corby, Daventry, Kettering, Northampton, Peterborough, Rushden, Towcester, Wellingborough.

Nottinghamshire. Arnold, Basford and Bulwell, Beeston, Hucknall, Mansfield, Netherfield, Newark, Nottingham, Retford, Sutton-in-Ashfield, Worksop, Rutland. Oakham.

EASTERN REGION (No. 4)

Bedfordshire. Bedford, Biggleswade, Dunstable, Leighton Buzzard, Luton.

Cambridgeshire (including Isle of Ely). Cambridge, Ely, March, Wisbech.

Essex (parts of). Braintree, Brentwood, Brightlingsea, Canvey Island, Chelmsford, Clacton-on-Sea, Colchester, Epping, Grays, Halstead, Harlow, Harwich, Hornchurch, Laindon, Maldon, Manningtree, Pitsea, Rayleigh, Romford, Saffron Walden, Southend-on-Sea, Stanford-le-Hope, Tilbury, Tollesbury, Witham.

Hertfordshire (parts of). Berkhamsted, Bishop's Stortford, Harpenden, Hatfield, Hemel Hempstead, Hertford, Hitchin, Hoddesdon, Letchworth, Rickmansworth, Royston, St. Albans, Stevenage, Watford, Welwyn.

Huntingdonshire. St. Neots, Huntingdon.

Norfolk. Acle, Attleborough, Aylsham, Cromer, Dereham, Diss, Downham Market, Fakenham, Great Yarmouth, Harleston, Hunstanton, King's Lynn, Loddon, North Walsham, Norwich, Swaffham, Thetford, Wroxham, Wymondham.

Suffolk. Beccles, Brandon, Bungay, Bury St. Edmunds, Eye, Felixstowe, Hadleigh, Haverhill, Ipswich, Leiston, Lowestoft, Newmarket, Southwold, Stowmarket, Sudbury, Woodbridge.

LONDON AND SOUTH EASTERN REGION (No. 5)

London (Administrative County). Battersea, Bermondsey, Borough, Brixton, Brook Green, Camberwell, Camden Town, City of London, Denmark St. (Hotel and Catering Trades), Deptford and Greenwich, Edgware Road, Gt. Marlborough Street, Hackney, Holloway, King's Cross, Lewisham, Poplar, Shoreditch, Stepney, Tooting, Walham Green, Westminster, Woolwich.

Essex (parts of). Barking, Buckhurst Hill, Canning Town, Dagenham, East Ham, Ilford, Leyton and Walthamstow, Stratford.

Hertfordshire (parts of). Barnet, Boreham Wood, Waltham Cross.

Kent. Ashford, Beckenham and Penge, Bexley Heath, Bromley, Canterbury, Chatham, Cranbrook, Dartford, Deal, Dover, Erith, Faversham, Folkestone, Gravesend, Herne Bay, Hythe, Maidstone, Margate, Orpington, Ramsgate, Sandwich, Sevenoaks, Sheerness, Sidcup, Sittingbourne, Tonbridge, Tunbridge Wells, Westerham, Whitstable.

Middlesex. Acton, Brentford and Chiswick, Ealing, Enfield and Ponders End, Feltham, Finchley, Harrow, Hayes, Hendon, Hounslow, Ruislip, Mill Hill, Southall, Staines, Tottenham, Uxbridge, Wembley, Willesden, Wood Green.

Surrey. Camberley, Caterham, Croydon, Dorking, Epsom, Esher, Farnham, Godalming, Guildford, Haslemere, Kingston-on-Thames, Leatherhead, Redhill, Richmond, Sutton, Weybridge, Wimbledon, Woking.

Sussex. Bexhill-on-Sea, Bognor Regis, Brighton and Hove, Burgess Hill, Chichester, Crawley, Crowborough, Eastbourne, East Grinstead, Hailsham, Hastings, Haywards Heath, Horsham, Lewes, Littlehampton, Midhurst, Newhaven, Rye, Shoreham-by-Sea, Uckfield, Worthing.

SOUTHERN REGION (No. 6)

Berkshire. Abingdon, Aldermaston, Bracknell, Didcot, Hungerford, Maidenhead, Newbury, Reading, Wantage, Wokingham.

Buckinghamshire. Aylesbury, Bletchley, Buckingham, Chesham, High Wycombe, Slough, Wolverton.

Dorset. Poole.

Hampshire (including Isle of Wight). Aldershot, Alton, Andover, Basingstoke, Bournemouth, Christchurch, Cowes, Eastleigh, Fareham, Fleet, Gosport, Havant, Hythe, Lymington, Newport, I.O.W., Petersfield, Portsmouth, Ringwood, Romsey, Ryde, Sandown, Southampton, Ventnor, Winchester, Woolston.

Oxfordshire. Banbury, Bicester, Henley-on-Thames, Oxford, Witney.

SOUTH WESTERN REGION (No. 7)

Cornwall (including the Isles of Scilly). Bodmin, Bude, Camborne, Camelford, Falmouth, Gunnislake, Helston, Launceston, Liskeard, Looe, Newquay, Penzance, Perranporth, Redruth, St. Austell, St. Ives, St. Mary's (Isles of Scilly), Saltash, Torpoint, Truro, Wadebridge.

Devonshire. Ashburton, Axminster, Barnstaple, Bideford, Bovey Tracey, Brixham, Cullompton, Dartmouth, Devonport, Exeter, Exmouth, Honiton, Ilfracombe, Kingsbridge, Newton Abbot, Okehampton, Paignton, Plymouth, Plymton, Seaton, Tavistock, Teignmouth, Tiverton, Torquay, Totnes.

Dorset. Blandford, Bridport, Dorchester, Portland, Shaftesbury, Sherborne, Swanage, Wareham, Weymouth, Wimborne.

Gloucestershire. Avonmouth, Bristol, Cheltenham, Chipping Sodbury, Cinderford, Cirencester, Coleford, Dursley, Gloucester, Kingswood, Lydney, Moreton-in-Marsh, Stroud, Tewkesbury, Thornbury, Westbury-on-Trym.

Somerset. Bath, Bridgwater, Burnham-on-Sea, Chard, Clevedon, Crewkerne, Frome, Keynsham, Midsomer Norton, Minehead, Portishead, Shepton Mallet, Street, Taunton, Wells, Weston-super-Mare, Yeovil.

Wiltshire. Chippenham, Devizes, Hawthorn, Malmesbury, Melksham, Salisbury, Swindon, Trowbridge, Warminster.

WALES (No. 8)

Anglesey. Amlwch, Beaumaris, Holyhead, Llangefni.

Brecknockshire. Brecon, Brynmawr, Builth Wells, Crickhowell.

Caernarvonshire. Bangor, Bethesda, Caernarvon, Conway, Llandudno, Pembsennawr, Penygroes, Portmadoc, Pwllheli.

Cardiganshire. Aberystwyth, Cardigan, Lampeter, Llandysul.

Carmarthenshire. Ammanford, Barry Port, Carmarthen, Garnant, Kidwelly, Llanelli, Llansely, Tumble, Llandovery.

Denbighshire. Cefn Mawr, Colwyn Bay, Llangollen, Llanwrst, Rhosllannerchrugog, Ruthin, Wrexham.

Flintshire. Buckley, Flint, Holywell, Mold, Rhyl, Shotton.

Glamorganshire. Aberdare, Bargoed, Barry, Bridgend, Bute Docks, Caerphilly, Cardiff, Clydach, Cymmer, Dowlais, Fersdale, Gorseinon, Kenfig Hill, Llanwit Major, Maesteg, Merthyr Tydfil, Morrisston, Mountain Ash, Neath, Ogmore Vale, Penarth, Pontardawe, Pontardulais, Pontllwynn, Pontycymmer, Pontypridd, Portcawl, Port Talbot, Resolven, Senghenydd, Swansea, Swansea Docks, Towyypandy, Tonyrefail, Trehartis, Treorchy, Ystradgyniad.

Merionethshire. Barmouth, Blaenau Ffestiniog, Corwen, Harlech, Towyn.

Monmouthshire. Abergavenny, Abertillery, Blackwood, Blaenavon, Chepstow, Ebbw Vale, Monmouth, Newbridge, Newport, Newport Docks, Pontnewydd, Pontypool, Risca, Tredegar.

Montgomeryshire. Llanidloes, Machynlleth, Newtown, Welshpool.

Pembrokeshire. Fishguard, Haverfordwest, Milford Haven, Narberth, Pembroke Docks, Tenby.

Radnorshire. Knighton, Llandrindod Wells.

MIDLAND REGION (No. 9)

Herefordshire. Hereford, Kington, Ledbury, Leominster, Ross.

Shropshire. Bishops Castle, Bridgnorth, Cleobury Mortimer, Ironbridge, Ludlow, Market Drayton, Newport, Oakengates, Oswestry, Shrewsbury, Wellington, Whitchurch.

Staffordshire. Biddulph, Bilston, Brownhills, Burslem, Burton-on-Trent, Cannock, Cheadle, Cradley Heath, Darlaston, Hanley, Kidsgrove, Leek, Lichfield, Longton, Newcastle-under-Lyme, Rugeley, Smethwick, Staffsford, Stoke-on-Trent, Stone, Tamworth, Tipton, Uttoxeter, Walsall, Wednesbury, West Bromwich, Willenhall, Wolverhampton.

Warwickshire. Ashton, Bedworth, Birmingham, Coleshill, Coventry, Handsworth, Leamington and Warwick, Nuneaton, Rugby, Selly Oak, Small Heath, Southam, Stratford-on-Avon, Sutton Coldfield, Washwood Heath.

Worcestershire. Bromsgrove, Dudley, Evesham, Halesowen, Kidderminster, Malvern, Oldbury, Pershore, Redditch, Stourbridge, Stourport, Worcester.

NORTH WESTERN REGION (No. 10)

Cheshire. Altringham, Birkenhead, Bebington, Chester, Congleton, Crewe, Ellesmere Port, Frodsham, Hoylake, Hyde, Macclesfield, Marple, Middlewich, Nantwich, Neston, Northwich, Runcorn, Sandbach, Stalybridge, Stockport, Wallasey, Wilmslow, Winsford.

Derbyshire (High Peak District). Buxton, Chapel-en-le-Frith, Glossop, New Mills.

Lancashire. Accrington, Ashton-in-Makerfield, Ashton-under-Lyne, Atherton and Tyldesley, Bacup, Bamber Bridge, Barrow-in-Furness, Blackburn, Blackpool, Bolton, Bootle, Burnley, Bury, Chorley, Clitheroe, Colne, Crosby, Dalton-in-Furness, Darwen, Denton, Earliestown, Eccles, Failsworth, Farnworth, Fleetwood, Garston, Golborne, Grange-over-Sands, Great Harwood, Haslingden, Heywood, Hindley, Horwich, Irlam, Kirkby, Kirkham, Lancaster, Leigh, Levenshulme, Leyland, Littleborough, Liverpool (Lace Street), Liverpool (Old Swan), Liverpool (Regent Road), Liverpool (Walton), Longridge, Lytham, Manchester, Middleton, Morecambe, Mossley, Nelson, Newton Heath, Oldham and Chadderton, Openshaw, Ormskirk, Padiham, Pendlebury, Prescot, Preston, Prestwich, Radcliffe, Ramsbottom, Rawtenstall, Rochdale, St. Anne's, St. Helens, Salford, Shaw, Southport, Standish, Stretford, Thornton-le-Fylde, Ulverston, Up Holland, Walkden, Warrington, West Houghton, Widnes, Wigan, Withington.

Yorkshire. Saddleworth.

SCOTLAND (No. 11)

Aberdeen. Aberdeen, Fraserburgh, Huntly, Inverurie, Peterhead, Turriff.

Angus. Arbroath, Brechin, Broughty Ferry, Carnoustie, Dundee, Forfar, Montrose.

Argyll. Campbeltown, Dunoon, Lochgilphead, Oban.

Ayr. Ardrossan, Ayr, Catrine, Cumnock, Dalry, Girvan, Irvine, Kilbirnie, Kilmarnock, Kilwinning, Largs, Newmilns, Stevenston, Stewarton, Troon.

Banff. Banff, Buckie, Keith, Portknockie.

Berwick. Eyemouth.

Bute. Rothesay.

Caithness and Sutherland. Thurso, Wick.

Clackmannan. Alloa.

Dumbarton. Alexandria, Bowling, Clydebank, Dumbarton, Helensburgh, Kirkintilloch.

Dumfries. Annan, Dumfries, Langholm, Lockerbie, Sanquhar.

East Lothian. Haddington, North Berwick, Tranent.

Fife and Kinross. Anstruther, Burntisland, Cowdenbeath, Cupar, Dunfermline, Inverkeithing, Kirkcaldy, Leslie, Leven and Methil, St. Andrews, Tayport.

Inverness. Beauly, Fort William, Inverness, Portree.

Kincardine. Banchory, Stonehaven.

Kirkcudbright. Castle Douglas.

Lanark. Airdrie, Bellshill, Blantyre, Bridgeton, Cambuslang, Carlisle, Coatbridge, East Kilbride, Glasgow Central, Glasgow (South Side), Govan, Hamilton, Kinning Park, Lanark, Larkhall, Lesmabagow, Maryhill, Motherwell, Parkhead, Partick, Rutherglen, Shotts, Springburn, Uddingston, Wishaw.

Middlethian. Dalkeith, East Calder, Edinburgh, Leith, Loanhead, Musselburgh, Portobello, West Calder.

Moray. Elgin, Forres, Grantown-on-Spey, Lossiemouth.

Nairn. Nairn.

Orkney. Kirkwall.

Peebles. Peebles.

Perth. Auchterarder, Blairgowrie, Crieff, Perth, Pitlochry.

Renfrew. Barrhead, Greenock, Hillington, Johnstone, Paisley, Port Glasgow, Renfrew.

Ross and Cromarty. Dingwall, Invergordon, Stornoway, Tain.

Roxburgh. Hawick, Jedburgh, Kelso.

Selkirk. Galashiels.

Stirling. Bonnybridge, Falkirk, Grangemouth, Kilsyth, Stirling.

West Lothian. Bathgate, Bo'ness, Broxburn, Linlithgow.

Wigtown. Newton Stewart, Stranraer.

Zeland. Lerwick.

APPENDIX V

Forms used by the Ministry of Labour and National Service

MINISTRY OF LABOUR AND NATIONAL SERVICE

Statistics of Trade Act, 1947

NOTICE UNDER SECTION 1

To

100

FOR OFFICIAL USE ONLY	
E.E.	L.D. Code Stamp
1st MARCH, 1918	
Indivdual Code Letters	R.D.S. L.M.S. Job

Dear Sir/s,

This is to give you notice that the Minister of Labour and National Service requires you to furnish, in respect of the undertaking carried on at the above address, the information asked for below by 5th March, 1958.

This information is required for the appreciation of economic trends and the provision of a statistical service for industry.

Three copies of the form when completed should be sent to the Manager of your local Employment Exchange.

Yours faithfully,

Hannover

20th February, 1958

Secretary, Ministry of Labour and National Service.

Section I. Numbers on Pay Roll and Enrolments since 1st February, 1959. (see notes 1, 2 and 3 overleaf)

Section II. Short Time and Overtime (Please read Note A carefully)

Please write "Yes" or "No"

1-2. (February, 1958)

P10

Section III. PRINCIPAL PRODUCTS OF FACTORY OR TYPE OF WORK BEING DONE
 (Enter in order of Employment importance).

	DESCRIPTION.
1. Most important product or activity.	
2. Other products or activities.	

Date.....

Signature of Employer or Manager

(Please type and sign)

INSTRUCTIONS FOR COMPLETING RETURNS

- Where an employer is engaged in more than one industry, a separate set of returns is required for each industry. Any additional forms required can be obtained from the nearest Ministry of Labour and National Service Employment Exchange.
- The figures in Section I should relate to all classes of employees, other than out-workers and canteen staffs, on the pay-roll (Office staffs as well as Operatives, whether employed full-time or part-time) including those temporarily absent from work through sickness, holidays or other causes. Persons on the pay-roll who were temporarily stood off for the whole or part of the week should be included in Section I, but persons discharged, or who left during the pay-week should be excluded. The figures should relate to the last pay-week for which pay had been computed at the date shown on the return.
- The figures in Section I should include the staff employed at any office associated with the works, even though employed at a different address. If such an office serves more than one works the office staff should be included in only one return and the form should be marked "Including Central Office".
- "Short-time" and "Overtime"—Section II. The number of hours entered in Columns (6) and (8) should be the aggregate number of man hours lost (through short-time working) or of overtime worked in excess of normal hours. If precise figures are not readily available estimates should be made. The entries in Columns (5) and (6) should relate only to short-time arranged by the Employer. Time lost through sickness, holidays and absences should be excluded. Operatives who were stood off for the whole week should be included in Column (4) and excluded from Column (5). Where overtime has been paid for at rates above the ordinary hourly-rates, the figure given in Column (8) should be the aggregate number of hours of overtime actually worked by the operatives entered in Column (7). Overtime figures are required only for Production Departments or Sections (excluding maintenance workers).

The figures to be entered in Column (4) should relate to those full-time operatives who were stood off for the whole week. Part-time operatives who were stood off or who worked less than their normal hours should be included in Column (5) and details of time lost included in the figures in Column (6).

EARNINGS AND HOURS OF WAGE-EARNERS

MINISTRY OF LABOUR AND NATIONAL
SERVICE HEADQUARTERS,
ORPINGTON ROAD,
WATFORD,
HERTS.

April, 1958

Telephone No. BUNNEY HEATH 3111



These numbers should be
erased in any correspondence

Sir(s),

I am directed by the Minister of Labour and National Service to request that you will complete the particulars asked for overleaf, relating to the earnings and working hours of wage-earners in your employment in the last pay-week in April, and to return the form to this Department, in the accompanying envelope, at the earliest possible date.

The information is required by Her Majesty's Government as part of the statistical material necessary for the consideration of various social and economic problems. Corresponding particulars were collected in October, 1957, and at earlier dates, and it has become necessary that the information so obtained be brought up to date.

In view of the great value of the statistics provided by these enquiries, I am to express the hope that you will return the completed form at an early date. The British Employers' Confederation, which has been consulted, has agreed to co-operate with the Department by recommending its members to furnish returns as soon as possible.

As similar particulars will be required at half-yearly intervals, I am to suggest that you file, for future reference, a copy of the figures supplied.

The information furnished will be regarded as strictly confidential and care will be taken that, in any statistics published, figures relating to individual firms or undertakings will not be disclosed.

If you have more than one works, or if you have separate establishments engaged in different branches of industry, separate returns should be supplied where possible in respect of each such works or establishment. Further copies of the form may be obtained on application to the above address. The address of the establishment for which an additional form is required should be stated in the application.

In any correspondence relating to this enquiry, the reference number shown under your name and address at the head of this form should be quoted.

I am, Sir(s),

Your obedient Servt.,

If the name and address above are incorrect
please give correct particulars below

Secretary of the Ministry of Labour
and National Service

CONFIDENTIAL.

(Information for the use of the Ministry of Labour and National Service Headquarters,
Orpington Road, Watford, Herts.)

Name of Firm.

Address of Works covered by this Return.

(If possible a separate Return should be made for each Works or Establishment.)

Description of Industry carried on at above address.

Question		Answer	
1.	Numbers of workpeople (men-exclined), including part-time workers, at work in the last pay-week in April, 1958.	Men (21 years and over) ... Youths and Boys (under 21 years) Women (18 years and over) ... Girls (under 16 years) ...	TOTAL
2.	Total wages (rounded to nearest £) paid to above workpeople for that week.	Men (21 years and over) ... Youths and Boys (under 21 years) Women (18 years and over) ... Girls (under 16 years) ...	E
3.	Total number of hours actually worked by above workpeople for that week.	Men (21 years and over) ... Youths and Boys (under 21 years) Women (18 years and over) ... Girls (under 16 years) ...	TOTAL
4.	Please state the number of workpeople, if any, included under 1 above and 5 below, whose working hours are not known and have been omitted from the total hours shown under 3 above—	Men (21 years and over) ... Youths and Boys (under 21 years) Women (18 years and over) ... Girls (under 16 years) ...	FULL TIME PART TIME
5.	If, in the above week, you were employing any men or women as part-time workers, i.e. workers whose employment ordinarily involves service for not more than 10 hours a week, please state— (a) The number of such part-time workers (included under 1 above)... (b) The total amount of wages (rounded to nearest £) paid to these part-time workers for the specified week, included under 2 above ... (c) The total number of hours actually worked by these part-time workers for that week, included under 3 above ...	MEN WOMEN	E £

NOTES FOR GUIDANCE

- (1) **The Pay-Week.** If your wages were stopped for a part or the whole of the pay-week specified because of a general or local holiday, breakdown, fire or industrial dispute, please give figures for the nearest week of an ordinary character.
- (2) **Places Covered.** The particulars given should relate to wage-earners who were at work during the whole or part of the week, excluding workpeople doing work at home on material supplied by the employer. Foremen, transport workers, warehousemen, etc., should be included, but managers, clerks, typists, commercial travellers, shop assistants and similar persons generally should be excluded. If any workpeople employ helpers, these helpers should be included.
- (3) **Workpeople Absent.** Workpeople absent during the whole of the pay-week should be excluded; those at work during any part of the pay-week should be included.
- (4) **Wages Paid.** These figures should show the total earnings of the workpeople included in this return for the specified pay-week, inclusive of overtime, etc., before any deductions are made (by income tax, workers' insurance contribution, etc.). Payments made under a guaranteed wage arrangement should be included.
- (5) **Bonuses (excluding non-contingent gifts and bounties).** These should be included. Where a bonus is paid otherwise than weekly (e.g. half-yearly), the proportionate weekly amount of the bonus should be included; if the amount of the current bonus is not known, the amount paid for the previous bonus period should be used for the calculation.
- (6) **Employers' Contributions to National Insurance, Holidays Funds, Pension Schemes, etc.** These should not be counted as wages.
- (7) **Hours Worked.** The figures to be included are the aggregate hours worked, including overtime, e.g. for men, the total of all the hours worked by all the men included in question 1. Time lost, e.g. through short-time working or absence from work, should be excluded, except that any hours during which workpeople were available for work and for which a guaranteed wage was paid to them should be counted as hours actually worked.

Where overtime worked has been paid for at rates above the ordinary hourly rates (e.g. time and a quarter, time and a half, etc.), the figures given should be the hours actually worked and not the number of "pay hours" (e.g. if 4 hours overtime were worked and paid for at time and a quarter, the number of hours to be included in the figure should be 4, and not 5).

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